

Dear Families,

Below is the information regarding pick-up and drop-off procedures at Sunset. We hope this helps improve our processes and alleviate confusion as we begin the school day and release our students safely at the end of the day. We thank you for your patience.

**Important Times:**

- Doors open each day at 7:45 and school starts at 7:55
- School is dismissed on Monday, Tuesday, Thursday, and Friday at 2:25
- School is dismissed on **Wednesdays at 12:10**

Morning Drop Off	Afternoon Pick Up
<ul style="list-style-type: none"><li>• Create one row or aisle next to the curb</li><li>• <b><i>Stay inside your car</i></b></li><li>• Move forward with traffic and drop off near the mailbox.</li><li>• Leave the crosswalk open for pedestrians</li><li>• Follow Safety Patrol's directions</li></ul>	<p><b><u>Option 1 From your Car at the Mailbox:</u></b></p> <ul style="list-style-type: none"><li>• Create one row next to the curb</li><li>• <b><i>Stay inside your car</i></b></li><li>• Move forward with traffic</li><li>• Leave the crosswalk open for pedestrians</li><li>• Follow Safety Patrol's directions</li><li>• Do not park in the Handicap spots without proper signage during arrival and dismissal.</li></ul> <p><b><u>Option 2 (Park Car and Walk):</u></b></p> <ul style="list-style-type: none"><li>• Park your car and walk to the sidewalk using the crosswalks provided</li><li>• Wait on the blacktop area. There is a blue line painted on the ground. Please do not go past this blue line. Once you have made eye contact with your student's teacher, your student will be released.</li><li>• Students will air fist bump their teacher letting them know they are leaving before coming to you; eye-to-eye hand-off is for safety</li><li>• Curb area next to the mailbox is for drop off/pick up only. Please do not park there</li></ul> <p>Parents picking up their children at the west side of the school need to remain in the grassy area past the buses.</p> <p><b>** Note:</b> Only staff is allowed in the Bus Turnaround area.</p> <p>Your child will go home in the method that was communicated to the school. If plans need to change please communicate by 1:30 pm with the front office @ 360-604-6900. Or by 11:00 am on Early Release days</p>