

KINDERGARTEN TO 5TH GRADE

Elementary Drop-off and Pick-up Procedures

Before-school Drop-off Procedures:

Elementary front doors will unlock at 7:45 a.m., so arrival before this time will result in a longer wait-time to drop off your child(ren). Morning drop-off for grades K-5 is in the front of the building, and this is for drop-offs only. Parents/Guardians are no longer permitted to walk students into the building. However, **If you wish to walk your child to the door, please park in the back parking lot and walk them to the back doors. Parents are not permitted to stay in the building during morning drop off. Parking and walking students to the door in the front of the building is not permitted.**

During morning drop-off there is a staff member at each entrance.

If you have elementary students **AND** middle school and/or high school students, you may also use the elementary drop-off in the front of the building. If you do not have elementary students, then all high school and middle school student drop-off is in the back of the building.

After-school Pick-up Procedures:

Parents/Guardians of students who are to be picked up from school must follow the following procedures.

1. A sign-up table for placards will be set up at Open House, or you may call the Elementary Office to obtain a placard. You will be asked to complete a form identifying up to four people who are permitted to pick-up your child(ren) from school, however, **no more than two placards will be issued per family.** If two placards are not needed, please let us know at the time of sign-up. If you have a placard from last year, you will be issued a new placard for this school year, and we ask that you destroy the old placard. Please call the office if you no longer plan for your child(ren) to be a pick-up so that your number may be re-assigned.
2. Once you receive a placard, it must be displayed in your car windshield when you arrive each day to pick up your student(s). No student(s) will be permitted to enter a car without a placard. Cars with no placards must park and report to the Elementary Office for pick up.
3. **Students will be dismissed at 2:45 for pick-up.** and please realize that arriving earlier than this time will create a longer wait-time for you before your child is sent out. A staff member will be calling out placard numbers as cars arrive and student(s) will be sent out at that time and placed in cars. Your child(ren) will have a card with a number that corresponds to your placard number as they leave the building.
4. **We ask that if you want to help your child buckle in, please pull into a handicap parking spot to do this as it slows down the pick-up process. To alleviate this, please review with your child how to buckle themselves in.**