

## **Updated Family Drop off and Pick up Procedure**

*Please read this entire document. There is a new drop off and pick up procedure for increased safety. Follow these guidelines for the safety of your child and others.*

### **MORNING DROP-OFF**

**ALL students who do not ride a bus** will be dropped off or walk to the main door, similar to pick up in the afternoon. Cars enter at the Mackubin Street Entrance and Exit. There is no passing in the parking lot, only one drop off lane. This will allow for only **ONE WAY TRAFFIC**, with an easy and safe drop off point.

**Students in cars must wait to be let out along the West Side of the parking lot not on the North Side (see Red and Green arrows below)** to keep children away from moving cars. Staff will be positioned along the sidewalk to direct traffic and help students exit cars quickly. Please move all the way forward along the curb to allow more children to exit cars at once. This makes the drop-off process faster for everyone. Children should be completely ready to go before you pull into the drop off line.

**Students must stay in their cars until 7:15.** Door will open at 7:15 am. As students enter the building they will be directed to the breakfast line before moving to their classrooms. Doors will close at 7:30 am. All students arriving after 7:30 am will need to be signed in at the front door. Families can ring the bell for a staff member to come out and sign children in. Families will not be permitted to enter the building.

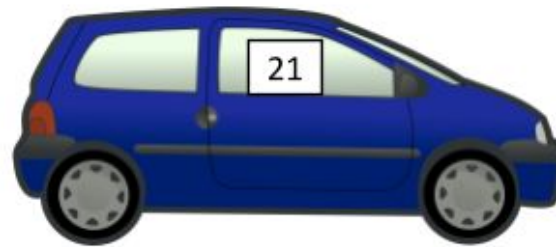
## END of DAY PICK UP

**Each family will be assigned a number.** Families will receive two copies of the number, and younger students will have the number attached to their backpack/bag. We will provide multiple copies of the number so that additional family members can do pickup. You may request additional or replacement numbers for more family members/caregivers.

**Adults will pull up in line along the curb and remain in their car.** Display your number in the right hand corner of the dashboard. Staff will record the number and report to the waiting area. Staff will usher students to the appropriate car. Follow staff if asked to pull up, or stay in the current position.



On the visor facing out



In the passenger window – not driver side

**A child will not be released to a vehicle unless there is a number displayed in the dashboard.**

If the number is forgotten, the adult must park their car, walk to the far left door, and check in with a staff member. *Adults may be asked to show a photo ID.*

**Pickup begins at 1:55 and ends at 2:10.** Children who are still waiting for pickup will be escorted to the office and a call will be made home.

**Walk-up.** Families may walk up to pick up their children in the front overhang area. They must carry a number as described above. Building access will not be permitted.

### IMPORTANT CHANGES FROM PAST YEARS

- Students can **only load and unload** at the Loading Zone (green arrows) on the WEST SIDE of the parking lot
- Family members may not enter the building in the morning or afternoon
- Students arriving late will sign their children in right at the front door
- Students must stay in vehicle until 7:15

