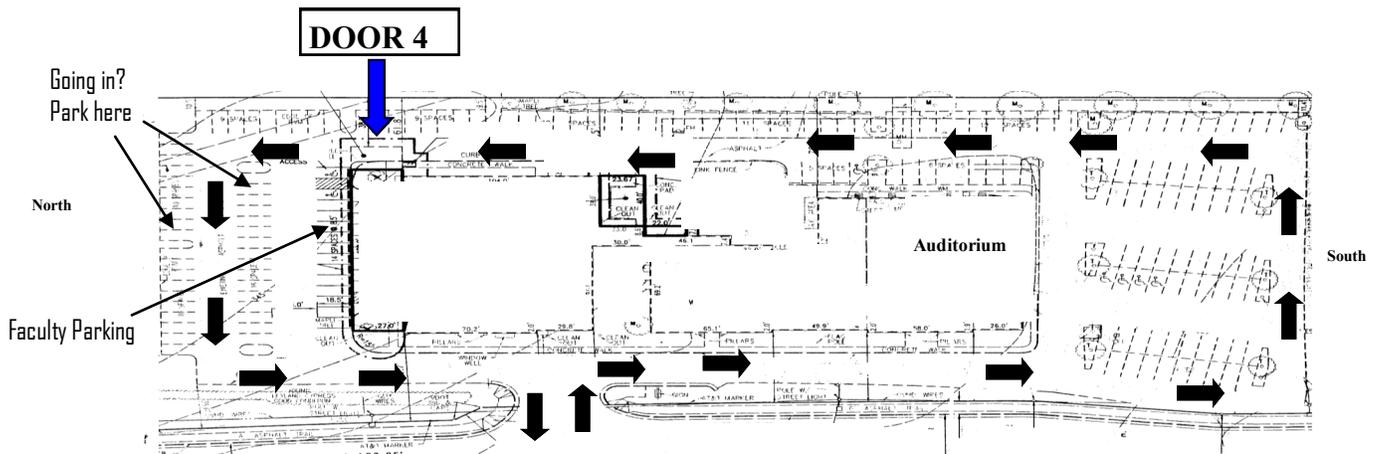


# School Drop Off & Pick Up

## Drop Off:

- Enter the parking lot **TURN RIGHT**.
- Go **COMPLETELY** around the building. Do not try to save time by turning left at the corner of the building—as it is a walkway for students who drive to school.
- If you are dropping off, your child should be taken to **Door #4**.
- **Be careful with children exiting on the right side of your car**, as cars could be passing you to get to the parking lot.
- Children will be supervised in the *cafeteria* just inside **Door #4**. If you intend to park and come in the building, park in the north parking lot, facing the cafeteria.

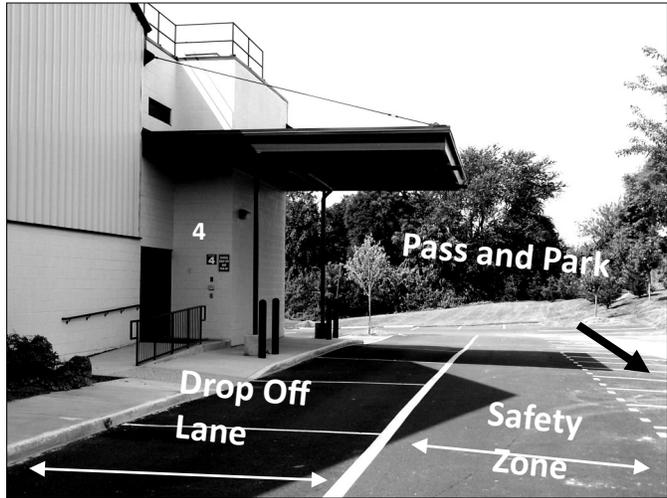


## Pick-Up

- The car line will begin at **Door #4**.
- Please pull up to the nearest car and have your pick-up # clearly visible.
- All students will be dismissed from the cafeteria at **Door #4**. When you are recognized, a teacher will radio in for your child.
- When picking up a child from daycare, go to the cafeteria (**Door #4**). The teacher on duty will contact the daycare via radio and your child will be sent to you in the cafeteria. **DO NOT PARK IN THE CAR LINE NEXT TO THE BUILDING.**
- Car pool parents should plan to park in the north lot.
- **TIP:** Most parents come early, so if you arrive at 3:20 or so, you can cut down on wait time. (Car line ends at 3:30; remaining students are sent to day care.)

# Drop off Policy

- Enter the property and go to the right; proceed to car line.
- If you are dropping your child off (*meaning you do NOT get out of your car*), use the ‘quick drop off lane’ at Door #4—under the rain shelter. Let your child out and proceed to exit.
- If you plan to come in *for any reason*, pass the drop-off lane to your right and park in the north parking lot facing the cafeteria.
- Do not park in the drop-off lane and come in. This causes delays (and for some, heartburn) for those seeking to quickly drop off and get to work.
- Please be CAREFUL since the safety of all of our students & their families is important!



# Pick Up Policy

- Enter the property and go to the right; proceed to the car line.
- A number is used to identify each car. Numbers are assigned per family at the beginning of the school year.
- A faculty member will look for your number in the car line and will radio in your name to the cafeteria where your child is waiting.
- Please place the number on the dashboard or visor where it can be clearly seen.  
[Hint: If it is laying flat, it cannot be seen.]
- If you forget your number, please park on the north lot with the car facing the building so we can see you. [Or you can always tell the person with the radio your name.]
- To keep the line moving, carpool pick-ups should park on the north lot facing the building.
- Two laminated numbers are provided.  
[If you own a fleet of cars, just let us know, we'll get you more numbers.]
- Please pull up to keep the line moving.
- This policy does not apply to kindergarten pick-up at noon nor to daycare pick-up. You must park in the north lot and come in.
- Dismissal is at 3:10 and the car line is open until 3:30.  
[If you really hate waiting in line, the line is quite short from 3:20-3:30, but that's your call.]

We try our best to empty the entire school out of one door as quickly as we can, but we need everyone's cooperation to do so. Delays can be caused by students who re-enter the building, people who park and walk inside, carpool cars that are ready to leave except for one child that is inside, etc. Your patience and good humor at pick-up is appreciated.