

## **AFTERNOON PARENT PICK UP PROCEDURES**

Parent pick up students are dismissed at 2:50 PM. Drivers are to enter the campus at the east entrance and “snake” through the parking lot in order to allow as many vehicles to proceed as possible. Students will be dismissed from the double doors to the left of the front entrance and will be organized by grade level along the front sidewalk.

Siblings or carpool members are to sit with the YOUNGEST child’s grade level.

As vehicles approach the front sidewalks, a staff member will radio the child’s name and grade level to staff members supervising the students. The goal is to have children ready and waiting in the order they are called.

**In order to facilitate a safe and timely dismissal, please note the following:**

**PULL FORWARD AS FAR AS POSSIBLE** (we will direct your child to you) to allow as many cars to load as possible at one time. *This might require passing your child.* Again, students will be directed to their vehicles.

**BE AWARE! Watch for students near the edge of sidewalk before driving forward.** Children might be coming from BEHIND you as well. Sideview mirrors are at head-level of young students!

**Please refrain from talking or texting on your cell phone during the parent pick up process.**

**DO NOT PARK AND ATTEMPT INTERCEPT YOUR CHILD AS STUDENTS EXIT THE BUILDING.** Anyone doing so will be required to enter the front office and present I.D. before children are released to them. In addition to safety concerns regarding walking between vehicles, the line of vehicles makes it very difficult to back out of parking spaces, so doing so will not save time.

**THERE IS NO NEED TO ARRIVE BEFORE 2:50.** Our experience is that all car riders are picked up in less than 25 minutes, once our routine has been established.

**Safety is our primary concern. Thank you for your support and patience!**