

DCES MORNING DROP-OFF PROCEDURES

If you will be driving your child to school, please note that you will enter the campus at the east entrance and “snake” through the parking lot in order to allow as many vehicles to proceed as possible. Children will exit vehicles at designated area, where they will be greeted and assisted as needed by school personnel and our student patrols. They will enter the building at the double doors to the left of the front office.

Recognize that patience and understanding will be required as we establish our morning routines.

Helpers will be strategically stationed to direct your child to the correct area. **We begin accepting students at 8:00 a.m.** (do not drop children off earlier as there will be no one to supervise them unless you have contracted with the Extended Day Program).

School starts at 8:30 a.m. In order to treat all students fairly and allow our patrol students to be in their classrooms on time at 8:30, patrol and staff will stop opening car doors and will proceed to the front office at 8:25. The double doors at the left will be closed, and remaining drop-off students will be directed through the front office to proceed to their classrooms. Any students entering the front office after the 8:30 bell rings will sign in as being tardy. **At no time are children to be sent across the parking lot or alongside other cars in line, even if (and especially if) arriving late.**

Please comply with the following to assure a SAFE and timely morning routine:

- **Children may exit vehicles on their own after the car has pulled up to the sidewalk** which begins PAST the sign near the front door where sidewalk begins and continues the length of the building. **At NO TIME should a child exit before passing the sign unless escorted by school personnel.** This includes students arriving after the 8:30 tardy bell.
- **Be considerate of those behind you.** Have your child ready to exit on the PASSENGER SIDE ONLY. Shoes on. Backpack zipped. *No one (child or adult) is to walk between vehicles.* Students and/or parents are not to step behind a vehicle to remove items from the trunk.
- **PLEASE DRIVE ALL THE WAY DOWN THE LENGTH OF THE FRONT SIDEWALK** to facilitate more students disembarking at the same time. Please be considerate of those behind you--this means the difference between 12 – 15 cars unloading at one time versus one at a time near the front door. *Please continue to do so after the first bell when student patrols head inside.*
- **If there is reason to park and walk your child, cross ONLY at the painted crosswalk and only when staff member indicates to do so.** This is for your safety as well as your child’s. We will have you wait until the car line has “filled up” before permitting you to cross, as this allows more students to be on their way to class in a shorter amount of time.
- **If your child arrives after the 8:30 am tardy bell,** he/she MUST be walked inside by an adult and signed in.

YOUR SUPPORT, PATIENCE, AND UNDERSTANDING ARE GREATLY APPRECIATED!