

# DCE 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 proceed through the parking lot, allowing 12-15 cars to offload at the same time. Children will exit vehicles at **designated area** (sidewalk), 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. You are encouraged to arrive early. **We begin accepting students at 7:55 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 8:25 a.m.** In order to treat all students fairly and allow our patrol students to be in their classrooms on time at 8:25 a.m., patrol and staff will stop opening car doors and will proceed to the front office at 8:20 am. 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 in the front office when the 8:25 am bell rings will sign in as tardy.

**At no time are children to be sent across the parking lot or alongside other cars in line, even if (and especially) arriving late. Please comply with the following to assure a SAFE and timely morning routine:**

**Children may exit vehicles on their own, PASSENGER SIDE ONLY, after the car has pulled up to the sidewalk** which begins PAST the handicapped parking spaces near the front door and continues the length of the building. **At NO TIME should a child exit before reaching the sidewalk unless escorted by school personnel.** This includes students arriving after the 8:25 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) parents are not to step behind a vehicle to remove items from the trunk.*

**PLEASE DRIVE ALL THE WAY TO THE END OF THE FRONT SIDEWALK near the P.E. field** 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 with your child (no child is to be sent to the crosswalk alone), cross ONLY at the painted crosswalk and only when support staff 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.

**Any child arriving after the 8:25 a.m. tardy bell MUST be walked inside and signed-in by an adult.**

**YOUR SUPPORT, PATIENCE, AND UNDERSTANDING ARE GREATLY APPRECIATED!!**