



Pick Up & Drop Off Procedures

BEFORE SCHOOL:

We are asking that students being dropped off do not come before 8:50 and walkers plan to arrive between 8:50 and 9:00. Parents unable to wait until 8:50 will need to make arrangements with the office. Permission for earlier drop off will only be made in exceptional circumstances. Supervision will only be available once buses begin arriving.

Parents should park in the Family Parking Lot and walk their children across the bus loop as in the past. We're asking that the goodbyes happen at the fence and students head to the building/field without their parent. Supervision will be provided.

Should the Family Parking Lot be full AND all buses are through the bus loop (AFTER 8:50) parents may elect to drop their children off in the bus loop. This should be a drop off zone only! Please pull up against the fence on the right side of the bus loop, stop and help your child through the fence, then return to your vehicle and carefully proceed through the bus loop, exiting on Elm Street. **Parents should not turn around in the bus loop or drive through the staff parking lot.** Utmost caution is expected as this is a busy area during morning drop-off time.

Please do not park in the staff parking lot for drop-offs.

When arriving after 8:50, students will go directly to their regular doors and enter the building to go straight to their classrooms. Note that students are not late if arriving after 8:50.

AFTER SCHOOL:

Student pick-up will happen after all buses have exited the bus loop, at 3:45. Parents may wait in the family parking lot, or pull into the bus loop behind the buses after all buses have arrived in the loop (NO WAITING IN THE BUS LOOP PRIOR TO ALL BUSES ARRIVING). Students will be waiting in Cohort groups, lined up along the fence. As parents pull up to the fence, students will go to meet them at their vehicle - parents may exit their vehicle and meet their child along the fence on the playground side of the fence.

A few guidelines for parents:

- Please do not block the street along Elmdale or Elm while waiting
- Pull up along the fence to pick up your child - no double parking. If no space is available, please wait for one to open up or go around a parked vehicle to park in a spot further up.
- Once your child(ren) has entered your vehicle, proceed through the bus loop to Elm Street.
- DO NOT turn around in the bus loop or go through the staff parking lot

Parents may not wait inside the school when picking up their children at the end of the day.