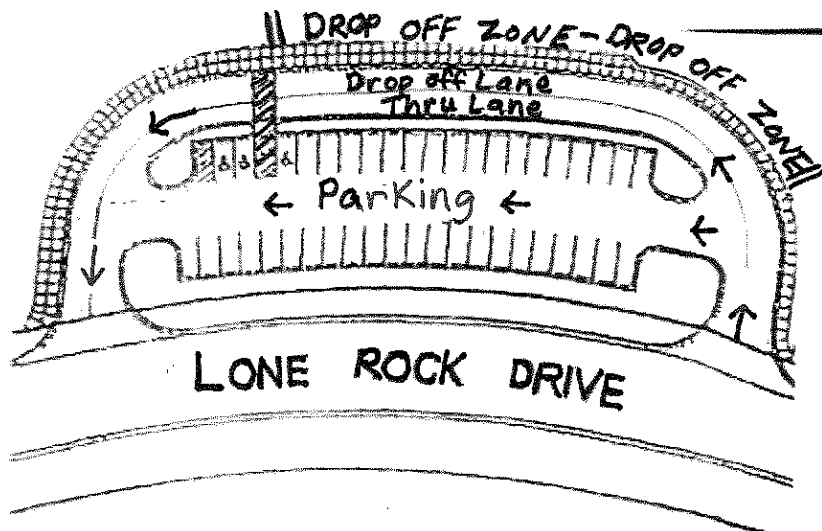


Drop-Off Pick-Up Procedure



1. To drop off /pick up your child

- ❖ Pull into the far right Drop-off Lane
- ❖ Drive all the way to the crosswalk and stop behind the car in front of you
- ❖ Students exit/enter the vehicle when car has reached designated **DROP OFF ZONE**

2. As you leave the Drop-off Lane

- ❖ Pull into the Thru Lane and turn right or left to exit the parking lot. **Do not** drive through the drop off lane to exit.
- ❖ For the safety of the children they should only exit the vehicle from the **right side** onto the sidewalk.

3. The Thru lane will **ONLY** be allowed for cars leaving the parking lot.

- ❖ **DO NOT** stop in the Thru Lane to let your children out of your car. This becomes a safety issue as they walk between parked cars in the Drop-off Lane. This also blocks the Thru Lane.
- ❖ **DO NOT** park your car in the Drop-off Lane. If you are in this lane, you must remain in your car. **Park in the east parking lot** if you need to get out of your vehicle.
- ❖ **DO NOT** use the parking lot as a drop-off place for your children. **If you park in the parking lot you must walk your child through the parking lot and across the street at the crosswalk.**

4. The south parking lot is reserved for staff.

- ❖ There is **NO Drop off or Pick up** in the bus zone or the south parking lot.

5. Walking students should enter school grounds from the sidewalk on the east side of the school to avoid buses, and trucks unloading at the dock.

Thank you for considering the safety of our students. We wish to make this process run as smoothly and quickly as possible. Your cooperation is greatly appreciated.