

School Drop Off AND Pick Up Procedure

- Enter the parking lot and turn left, following the diagram's red arrows all the way to the back of the lot and around. Please follow all red arrows. If you are the first car, stop at the orange cone.
- Immediately place your family name sign in your driver window, as far back as possible so that the rearview mirror does not block it.
- Pickup will take place at the front school door six cars at a time. When it is your turn, pull up and put your car in park. Ask children to enter the car briskly. Other families are waiting.
- When the release sign is given, pull forward and exit the parking lot, following the diagram's red arrows. Please follow the car in front of you and do not pull around to pass.
- If for some reason your child does not come out when your group of cars is exiting, pull to the left following the sidewalk and stop until they exit.
- Once a child is picked up, the child or parent may not re-enter the school until the pickup line is finished.
- If you need to have someone else pick up your child, please call the office prior to 2:30 and give them your family sign if possible. If they are not listed on your child's emergency card, they may have to present a photo I.D.

