



---

**August 11, 2021**

***Drop-Off and Pick-Up Procedures***

*Safety for our entire school community is priority. Today, our team met and refined our procedures. We appreciate your patience, suggestions, and your help as we make these necessary changes. Please drive slowly and remain alert. We ask that you follow all directives of staff on duty. Students are served breakfast at 7:45 and are counted tardy after 8:00 am. If you have any questions, please call the school office. Thank you!*

**Early Drop-Off (Front of School)**

Students that are enrolled in our Before Care Program are allowed to drop off beginning at 7:15 am at the front cafeteria doors. Please use the front only as this is where staff will be located. At this time, we have a waiting list for our Before Care Program.

**Drop-Off (Drive Through or Walk-up)**

The back gate will open at 7:30 am. Please be mindful as staff parking is by the playground area. Grades 3-5 and siblings can arrive as early as 7:35. Grades PreK-2 arrive as early as 7:45. For your safety, use all cross-walks if you are walking.

**Pick-Up Grades K-2 and siblings (Front of School)**

Kindergarten-2<sup>nd</sup> grade Families: The parking lot at the front of the school is a one-way only for parents to park in open spots when walking up to the doors/area to pick up your child. The only exceptions are the “Handicap Only” spots by our playground/gate. Staff on duty at the entrance will assist with those spaces as needed.

Kindergarten Families: Please line up and staff on duty will call for your child a few students at a time. There will no longer be cars driving into the pick-up area, but please use cross-walks when available.

First and Second grade Families: Please line up behind the cones outside the dismissal doors. We ask that you leave room for cars exiting the parking lot when lining up. Do not block traffic. As families leave, continue to move up closer to the cones. This will allow for space and social distancing. Cross-walks should be used when available and be mindful of cars exiting.

**Pick-Up Grades 3-5 without siblings (Back of School)**

Traffic is flowing and dismissal is moving more quickly and safely. Thank you! Continue to follow staff directives. Please remain in your car. At no time should a parent or guardian get out of his or her car and walk to pick up a child in the back lot.

