

Daily Car Pick-up Procedures

2020-2021

Everyday Car Pick-up

1. You will be given a number (two copies)
 - a. This number is to be displayed in your windshield.
 - b. If you do not have your number, you will have to park in the far parking lot and go to the office to sign out your child.
2. When arriving for car pick-up, please form a **single line** around right side of the bus circle, with the first vehicle pulling up to the orange cones in front of the school along the sidewalk.
3. We will escort your child out to the sidewalk and into your car.
4. Please refrain from getting out of your vehicle.
5. Please attempt to have seating for your child on the passenger (sidewalk) side of the car.
6. Security/staff will direct cars to leave to provide order and to avoid congestion when departing. Please do not pass vehicles in front of yours. We ask that you leave in the order that you arrive.
7. Please do not stop to put items in the car or do anything that will delay the dismissal process.

Occasional Car Pick-up

1. Send in a note or call the school office prior to 3:15 P.M.
 - a. Include the student's name and the name of the person picking up your child.
 - b. The driver will be required to sign out the child and the names must match.
 - c. Please have your ID ready as you might be asked to show a driver's license for your child to be excused.
2. If the names do not match or the person picking up the child is not listed on the emergency card, the student will not be released. We will then check with the parent/guardian before the student will be released.
3. Your vehicle is to enter the car pick-up line where the school security guard or a teacher will meet you to verify all information prior to your child being released.

Note: We will not dismiss students to another adult unless the office is notified of this request.

Office Pick-up

1. Students will not be called to or dismissed from the office until 3:45 P.M., unless a medical appointment card is presented. It is important to our overall dismissal procedures that the office and hallway areas near the exits are available to student traffic at dismissal time. Coming to the office to have students dismissed can create confusion during this busy time of the day and it is not fair to others who have followed procedures and waited in the pick-up line.

Additional Information

1. If your child is being picked up on various days, you should sign up to be included on the Daily Car Pick-up List and get a number.
2. If you have urgent business at the end of the day that necessitates you coming to the office, please park in the far parking lot and walk to the office.

Thank you in advance for your cooperation.

Arrival Procedures

2020 – 2021

General Procedures

1. Students will not be permitted to enter the building until 8:45 A.M.
2. Students not eating breakfast will report directly to their homeroom.
3. Students are not to stop at their locker prior to entering their homeroom.
4. Teachers will dismiss students to their lockers in groups of 2-3 at a time.
5. Students are to follow floor arrows and adhere to all wall signs while maintaining a six (6) foot distance (noted by red floor lines) from other students.

Front Entrance

1. Bus students will enter the building through this entrance.
2. Students not eating breakfast will enter the building, proceed along the front window, down the narrow hallway (Empathy Alley), and report directly to their homeroom.
3. Students eating breakfast will enter the building, turn right towards the office door, receive their breakfast from cafeteria personnel at the table at the top of the steps, then proceed directly to their homeroom.
4. Students are not to stop at their locker prior to entering their homeroom.

Cafeteria Entrance

1. Car drop-off students will enter the building through this entrance.
2. Students not eating breakfast will proceed past the front windows, along the wall at the end of the tables, exit the cafeteria through the first set of doors, and report directly to their homeroom.
3. Students eating breakfast will proceed past the windows, along the wall at the end of the tables, and continue to the multi-purpose room. In the multi-purpose room, each student will stand on a blue block and follow the arrows to the serving line. After receiving breakfast, students are to report directly to their classrooms.
4. Students are not to stop at their locker prior to entering their classroom.