

# Parent Drop Off and Pick Up

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All students riding vans will be dropped off and picked up at the front of the building. All students riding buses will be dropped off and picked up at the bus deck in the back of the building. Parents dropping off students will park in the lot in front of the building. **Parents will not be allowed to park in the front on the building, this area will be for the vans and mini bus only.**

Doors will be open from 8AM to 8:10 for students. All students entering after 8:10 will be tardy. All students with the exception of Early Intervention, begin their day at 8AM. Early Intervention begins at 8:30AM.

In the afternoon, Early Intervention is dismissed from the front of the building at 2:15PM, followed by PM Pre-K at 2:45PM and K-5 vans at 3:00PM.

If you are picking up your child you will park in the front lot and walk into the vestibule and sign your child out. **CHILDREN WILL NOT BE DISMISSED TO THE PARKING LOT.** After vans exit from the front, buses will exit from the back deck along with students who are picked up. Students being picked up will be escorted to their parent in the vestibule by district staff. We cannot hold buses up at dismissal time that is why it is so important to know in advance if your child is being picked up.

As always, we encourage you to have your child ride the transportation provided by the district.

Please allow for flexibility within the schedule the first few weeks of school.

We know there will be children driven to and from school. We certainly understand that, but ask that you follow our procedures to ensure the safety of all students.

Due to the setup of the facility, **we are requesting all phone calls for student pick up to be made by 2PM daily.** The best procedure to follow is to send in a note in with your child, or email teacher and the office. Email addresses are available on the website.

However, we understand things come up. We have approximately 600 students now, so **in order to assure dismissal runs smoothly, efficiently, and most importantly safely we need to have requests to the office by 2:00 PM.**

If you are going to pick up your child for the entire year daily, please send in a note stating you will be picking up your child for the 2018-2019 school year. If you need to pick up for a week at a time, please send in one note to cover that time period. We will begin signing out students at 2:45 PM once Pre-K vans are dismissed.

If your child is going home to a different stop than normal, a bus note must be sent in from home. If you want your child to ride a different bus to a friend's house, etc...please note that seats are subject to availability. Students **MAY NOT** ride vans to other destinations as there are no seats available.

**If you need to take your child out during the day, or need homework for a sick child, you must send a note or call by 9AM.** The teacher needs time to get the child's homework ready without disruption to the educational process of the other students.