

EverGreen Elementary Parent Drop-Off & Pick-Up

*Our school day is 8:00AM-3:00PM. Procedures for drop-off and pick-up are listed below.

Student Drop-Off (Arrival)

Students may be dropped off **starting at 7:50AM** until 8:10AM. Arriving prior to 7:50AM, students must be supervised by the parent/guardian, and students cannot enter the building until 7:50AM. **After 8:10AM, you will need to accompany your child into the main office to sign them in.** You will be able to access the front loop to drop students off.

No parking in the front loop. Parking is available in the parking lot if your child needs assistance or you'd like to walk them to the front doors.

To drop off your student(s) using the front loop (**right lane**):

- Drop students off at the sidewalk with students exiting on the sidewalk side of the vehicle.
- Pull out exiting the front loop, following traffic flow.
- Students will enter through the front of the building and report to the gymnasium to be supervised by a staff member until the school day starts at 8:00AM.
- **Reminder:** Pull up as far as possible to allow the maximum numbers of cars into the loop to allow a continuous flow of traffic in the main driveway. **Student(s) should be ready to exit the vehicle.**

Student Pick-Up (Dismissal)

Parents do not need to sign students out at dismissal. Students will be dismissed from the front vestibule to parents waiting in the front loop. For safety reasons, **students will not be dismissed to the parking lot.** If you are picking up a child at dismissal, we will need a note from the parent/guardian to allow the dismissal; ID will be required.

- Pre-Kindergarten students will be dismissed at 2:50PM.
- K-5 students will follow.

Due to the setup of the facility, **we are requesting all phone calls for student pick up to be made by 2:00PM daily.** The best procedure to follow is to send in a note in with your child or email the teacher and the office. Email addresses are available on the website. However, we understand things come up, therefore, **to assure dismissal runs smoothly, efficiently, and most importantly safely, we need to have requests to the office by 2:00 PM.**

We ask that vehicles do not park on the grass; remain on the blacktop.

We will not be allowing students to switch district transportation.