



### **Morning Drop off Routines:**

- Children enrolled in the Before and After program enter in the morning, using the North door (Door 8) near the kitchen. The daycare director is in charge of these children.
- Students eating breakfast enter Door 1 at 7:45 am and walk to the cafeteria.
- Doors are unlocked at 8:00 am. Teachers are in their rooms at 8:00 to receive children. Each door has a staff member supervising our students from 7:45-8:10. If your child is tardy, they will need to enter Door 1 and get a pass from the office. Students are tardy if they are not in their classroom at 8:15, so be sure to drop them off early enough to give them time to walk from your car to their classroom.
- The crossing guard is on duty starting at 7:45. There is not a crossing guard at the stoplight before that time.
- East of the tree, is the stop and drop area. We ask parents not to get out of their car in this area. Children should be able to exit the car with minimal assistance.
- West of the tree, love and hugs goodbye area. In this area, parents are welcome to get out and help with zipping coats, putting on hats, assisting with backpacks and a last minute hug.
- In both areas we ask that you pull up all way to the front to allow for all cars to be able to park safely. Please only allow children to exit the cars in the yellow curb area for their safety.
- Reminder that the safest way for your child to exit the car is on the driver side/sidewalk side. If your child must exit on the passenger/traffic side please advise them to stay close to the car and walk in front of the car for their safety.
- **For the safety of all, parking in the lot and walking students across traffic is not allowed.** If you feel you need to park and walk with your child, you may park in the designated parking area on the map and then walk all the way around on the sidewalk so you are not walking through traffic.

### **Afternoon Routines:**

- Students riding a bus, (including daycare buses) or those who are walkers/bike riders, will be dismissed at 3:10. (For early dismissals, know that these students are released 5 minutes prior to the listed dismissal time.)
- Daycare children will meet at designated places within the building with their daycare providers.
- Students being picked up by parents will be dismissed at 3:15. Students will be taken to the space for their grade along the fence for pickup. See the map or read the details below:
  - Grades K/1 pick up is located east of the tree. Please stay to the right of the traffic lanes, this will guide you to the K/1 pick up area. Students will enter their cars on the east side of the crosswalk lines. This helps traffic flow and allows for a closer eye on our younger students.
  - Grades 2/3/4 is located west of the tree. Staying close to the left curb, this will guide you to this section. Please pull all the way to the front and the staff will direct your child to you.
- Our crossing guard at James Street and the South Prairie driveway is also there to ensure the safety of our students who walk. Please stop behind the line to allow all students to cross safely in the crosswalks. Be patient and wait to turn while students are crossing the street and driveway.
- **For the safety of all, parking in the lot and walking students across traffic is not allowed.** If you feel you need to park and walk with your child, you may park in the designated parking area on the map and then walk all the way around on the sidewalk so you are not walking through traffic.
- **Please make sure your child is picked up before 3:30 at the latest as there is no supervision of staff beyond that point to watch your child.**

**Parking and During School Hours Drop off:**

- Parents may use the horseshoe driveway in front to drop off and pick up students during school hours. This is NOT to be used during morning drop off or afternoon dismissal except for Optional Kindergarten and students with special circumstances that have been cleared through the office.. The horseshoe is reserved for buses during those times.
- If you are entering the building please use the parking spaces provided. If those spots are full, park in the north parking lot as space is available or the South Sports Complex lot.

**Please be courteous of the staff who are helping to direct traffic during these times. Patience is a must so that all are safe. Please watch them and follow their directions.**