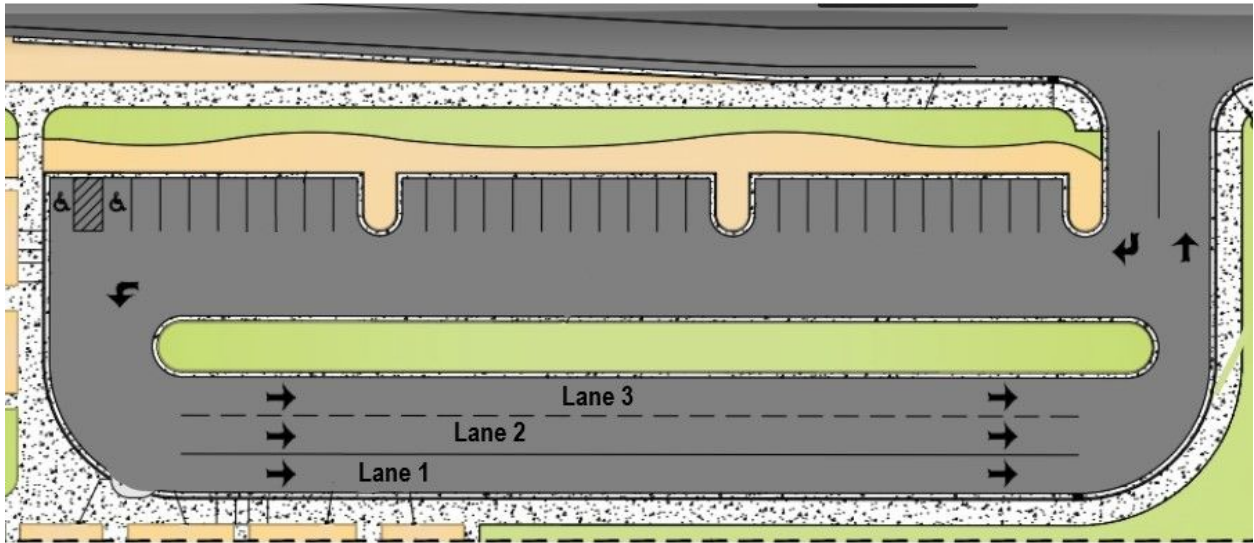


Pickup & Drop Off Procedure



Lane 1

- Lane 1 is used for drop off and loading.
- Cars are to pull as far forward as possible before stopping.
- When lining up, cars are to stay to the far right of the parking lot as it wraps around and stay in a single file line.
- Cars may not park in lane 1.
- Children are to enter and exit vehicles from the CURB SIDE ONLY.
- During Pickup, students will wait on the sidewalk just outside of the classrooms. Students may NOT wait in the parking lot.

Lane 2

- After dropping off or picking up student, cars are to pull into lane 2 to exit the parking lot.
- Cars are not to stop, load, or unload from this lane.

Lane 3

- This lane is for cars passing through (ex- a car that was parked in a parking stall will use this lane to exit the parking lot)

General Rules:

- The entrance into the main parking lot and Drop Off/Pickup zone is off of Hubbard Rd.
- The parking lot is a NO CELL PHONE ZONE.
- Be careful, cooperative and patient! Watch out for kids and other vehicles (and please watch your language – there are young children present).
- Drop off and pick up is NOT Permitted in the School Bus loop

Waiting Zone

While students are waiting to be picked up, they are to wait outside their designated class building in the highlighted blue areas below. Once their ride arrives, students are to walk on the sidewalk to where the car has stopped to get in. (NOTE- students are to load the cars on the curb side only)



Off Schedule Procedures

If a student is being dropped off or picked up at an alternative time (due to doctor's appointment, etc.) the student will need to be checked in or out at the front office by a parent/guardian. Please park in a designated parking stall and walk your child to/from the front office, as parking is not allowed in Lane 1 at any time.

Inclement Weather

During days of inclement weather (rain, snow, cold temperatures, etc.) student will be allowed to go straight from their cars & busses into their classrooms during drop-off. At dismissal, students who are riding the bus will exit their classrooms and go straight into the busses, follow the normal route. Students who are getting picked up may choose to wait in their classroom buildings until their ride is in the pick-up area. Staff will help coordinate between parents and students.

Bus Loading/Unloading

The below map shows the flow of student traffic for those who will be taking the bus. The image shows the procedure for loading the buses and the reverse will be true for unloading.

