

# DROP OFF & PICK UP

## General Times

Our morning bus room opens at 8:00 AM. Any student dropped off at school earlier will be admitted to our Lion Care program, and parents will be responsible for the \$5 fee.

We will begin after school pick-up at approximately 3:45 PM. For safety reasons, please do not line up earlier than 3:25 PM. If a child is still here after 4:05 PM, he/she will be admitted into Lion Care, and parents will be responsible for the \$10 fee.

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## Car Rider Drop Off

We do not yet have a school circle to pull through, so please pay close attention to these procedures.

- **Approach the school from the south side, facing north. Do not arrive before 7:45am for morning drop off or 3:30pm for afternoon drop off.**
- Pull onto the shoulder of the road (facing north) and well over the white line to avoid blocking traffic. You will NOT be allowed to drop off your children on the opposite side of the road.
- Put your car in PARK and then allow your child to get out. Do not move from that parked position until you are directed to do so by our staff.
- Allow your child to get out of the RIGHT side ONLY of the car. You are not allowed to exit your vehicle. Practice unbuckling and buckling seatbelts at home before school starts.
- Remind your child to NEVER go back to the car if he or she has forgotten or dropped something. Often, drivers are unable to see children who run back toward cars.

## Car Rider Pick Up

We will provide each family with pick-up passes at our Portes Ouvertes. If you need more passes, you can print them at home or ask for more copies.

A staff member will be outside to communicate with your child(ren)'s dismissal room. Your child will walk out the school and come to your awaiting vehicle.

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- Place parent pick-up pass provided to you on your rearview mirror with the printed side facing out. For security purposes, it is essential that all cars use our official parent pick-up pass. Do not allow people who are not permitted to pick up your child to use or copy the pass.
- Approach the school from the south side, facing north.
- Line up single file (facing north) along the shoulder of Hwy 182 just before the school's driveway. Please be sure to pull over and cross the white line of the highway to not block traffic. The driveway will be blocked. Please do not attempt to enter the driveway. Please do not block any driveways.
- A staff member will direct you to pull forward. When it is your turn, put your car in PARK. We will then allow your child to enter the RIGHT side of your vehicle. If your child needs help buckling up, a staff member will be there to assist. Please do not exit your vehicle.

**NOTE: If you need to change the daily transportation arrangement at any time, do not email us, do not send a note, do not send a message on Klassly. Call the school and make sure you speak to someone. Do not leave a voicemail.**

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## Notes:

With proper flow, three to six vehicles will be processed along the side of the highway at the same time. Once those vehicles leave, the next round will be parked to continue student dismissal.

If you do not have a parent pick-up pass, you will be asked to park, enter the office, and show your ID. We'll then call the contact numbers we have in our system for your child. If you or any of your emergency contacts change phone numbers, please let us know so we can keep our system updated.

If you plan on someone else picking up your child, please notify the school in advance by calling 510-3022. If the person is not on your pick-up list, he/she will have to park and come into the office and show ID, as well as a written note or text message from a phone number matching that of the child's primary parent/guardian, and we will call you to confirm. There can not be too many measures in place to protect the safety of our children.



**NOTE: If you need to change the daily transportation arrangement at any time, do not email us, do not send a note, do not send a message on Klassy. Call the school and make sure you speak to someone. Do not leave a voicemail.**

## Safety Rules:

- By LAW, the use of cell phones is prohibited inside a school zone and while operating a motor vehicle.
- By LAW, you are not allowed to block driveways.
- Always approach the school facing north, with the building to your right. If you drive in from the north, you will have to turn around in town so you can drop off your child on the correct side of the road.
- Do not park in either lane of traffic. If you need to park, you should wait your turn and explain that to an employee on duty. Please be aware that due to our unique circumstances for parent pick-up/drop-off, you may not be able to easily leave our parking lot once allowed in.
- Listen to school personnel for directions.
- Always be on the lookout for others.
- If you are dropping your child off at Lion Care, or any other time there are no adults standing in the driveway receiving students, do not let your child out of the car. You need to park and bring your child into the school yourself.
- Anyone dropping a child off on the side of the road or parking lot, will be reported to Child Welfare for child endangerment.

