

***Drivers Please Stay In your Cars**

Morning Drop Off

7:30 AM-7:49 AM

1. **Drop off begins at 7:30am.** Students are not to unload until traffic director signals to unload.
2. Drive up and enter lane directed to
3. Students should exit car on right side of vehicle (closest to covered walkway).
4. Once the student has left the car, the student will not be allowed to return to the vehicle
5. Do not unload students if you have not crossed the white “stop line” located near the (green dumpster).
6. Wait for the front traffic director to signal you to move your car and exit traffic lanes.
7. Go to the last lane along tree line (parallel to Bird Street) turn left to exit the parking lot.
8. If you need to come in the building, drop students off then park in main parking lot.
9. Yield to drop off traffic when entering the school building during drop off.

Afternoon Dismissal

1st Dismissal is 2:30 (Grade K4-Grade 3); 12 noon on early dismissal days

2nd dismissal is 2:45 (Grades 4, 6,7, 8); 12:15pm on early dismissal days

Safety Patrol pick up (Grade 5) is approximately 3:00pm)

If you are 2nd dismissal or safety patrol pick up and arrive early, please park in the annex parking lot in a lined parking space until called down for dismissal by traffic directors.

1. Form 3 lanes in front of the student entrance
2. Once 3 lanes are full (8 cars deep in each of 3 lanes) next cars are to remain at the “stop line” (near the green dumpster).
3. Safety Patrol will come to your car and pick up name plate(s), locate your child(ren) and deliver them to your vehicle and assist in loading them. Children will not be dismissed to cars.
4. Wait for the front traffic director to let you know when to move your car to exit the traffic lanes.
5. Go to the last lane along the tree line (parallel to Bird Street) turn left to exit the parking lot.
6. If you need to enter the building, pick up students first then park in main lot.
7. Do not walk to covered walkway to pick up students

*Drivers must remain in their vehicles parked in the fire lane during dismissal time to allow emergency vehicles through if needed.

Please watch for guidance from traffic directors.

Thank you for your help and patience!!



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