

## Drop Off / Pick Up Procedures

2014 – 2015

Welcome to another school year! Please read the following drop-off / pick-up procedures to ensure our students' safety.

### Drop Off

When dropping off your student(s) in the mornings, use the inside lane and pull forward to the cone. Do not leave space between cars. For the safety of our students, avoid dropping off in the driveway. If you wish to park and walk your student(s) to the entrance door, you may do so. The front doors (Country Club side) and the doors leading into Pre-K (Collins side) will be the only doors open in the mornings. Students may proceed through either door to access the cafeteria, gym, or classrooms. The 1<sup>st</sup> week of school, all students will proceed to their classrooms. Kindergarten students will always go their classrooms. After the 1<sup>st</sup> week of school, 1<sup>st</sup> – 4<sup>th</sup> graders will go to the gym.

Suggestion: Drop off Pre-K and Kindergarten students in the side parking lot (Collins side). The easiest way to access their room will be through the side door. School personnel will direct students to the appropriate class.

### Pick Up

Students in Pre-K, K, and 1 will be picked up from their hallways (Country Club side). Walk-up parents will walk to the appropriate hallway door (Kindergarten or 1<sup>st</sup> grade), hold up their sign, and students will be released. Cars will form 1 line and will proceed to the cones to pick up students. Please be sure to pull all the way forward to the appropriate cone.

Students in grades 2 -4 will be picked up from the gym (Collins side). Walk-up parents will form a line on the right side of the gym doors, drop their cards in the appropriate grade level buckets, and students will be released. Cars will form 2 lines and will proceed to the cones to pick up students.

### Connectors

We are excited to offer a "Connectors Group", so siblings can be released from one location. Students in Pre-K, K, or 1<sup>st</sup> grade can connect with their siblings in 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> grade in the gym. Fill out a Connector Group Form for your children to participate.