



Guidelines for R-5 Drop off (7:45-8:15) and Pick Up (3:15-3:45)
Guidelines for 6th, 7th & 8th Drop Off (7:45-8:00) and Pick up (3:00-3:30)

Drop Off or Pick Up:

If you would like to come inside for any reason, we ask that you park on the street or in the parking lot before entering the building.

Drop Off:

Students who are dropped off any time before 7:45 are not allowed to roam the halls or classrooms. They will be placed in our Extended Day Program, and a \$5.00 fee will be incurred. School begins promptly at 8:00 for 5th - 8th graders and at 8:15 for R-4th. Students will be marked "Tardy" if they arrive any later than the beginning of school. Please plan to arrive five minutes before classes begin so that your child is ready to start class promptly. If you arrive at 8:01 for 5th, 6th, 7th, or 8th graders, or 8:16 for R-4th, **you must sign your child in at the front office.**

Pick Up:

When picking up, please form 2 lines in the driveway. The left lane is the middle school express lane (grades 5-8) from 3:00-3:15. Pull all the way to the "out arrow" making room for as many cars as possible. Once the parking lot is full, please form a single line down the street. Make sure not to block the driveway of any of our neighbors.

*Please write the **last name and grade** of your children on a card and place it in your front or side car window.*

A staff member will come outside 5-10 minutes before dismissal to begin writing the names of the children to be picked up, in the order the cars have lined up. If your schedule allows, we ask that families arrive to pick up their children as follows:

- 5th, 6th, 7th & 8th Grades starting at 2:55, ending at 3:15
- R-4th, Last names that begin with **A** through **K** starting at 3:10 p.m.
- R-4th, Last names that begin with **L** through **Z** starting at 3:20 p.m.

During dismissal please do not drive around other cars unless you are directed to do so by a teacher. We realize that all of our families are very busy, but we need to keep safety first. If there is a day that you need to have your child out quickly, we ask that you park on the street and walk to the entrance to escort him or her. If your child has forgotten something inside or needs to go back into the building for any reason, we ask that you pull out of the driveway and park your car in the parking lot, so as to allow the flow of cars to continue.

We try our best to escort each student to their vehicle as quickly as possible, but please be patient. Dismissal sometimes takes longer in the winter months.

If you have not arrived to pick up your child by 3:45, he or she will be placed in our Extended Day Program without exception, and a \$10.00 fee will be incurred.

All requests to have your child dismissed during the school day should be written and sent to your child's teacher. You must sign your child out at the main office. We take our responsibility for your child's care very seriously and appreciate your assistance in monitoring such dismissals.