

Morning Drop-Off, Afternoon Pick-Up Procedures

As always, our goal is student safety. We want to create the safest and most efficient way to drop-off your student. Please understand that our students' safety depends on parents and staff following these procedures.

Option 1: Drop-off Lane (parents stay in the car)

Parents may drop off students using the drop-off lane located in front of the Kirk building. This lane is meant for drop off purposes only. There is no parking at any time in this area. When dropping your child(ren) off, please follow these standard procedures for morning drop-off:

- Please be patient as we have many students who arrive to school by car.
- Please arrive on time. Students are allowed to go to their rooms at 7:45 a.m. Please do not bring your child(ren) to Kirk before 7:40 a.m.
- Double check for pedestrian traffic crossing the sidewalks or entering the drop off zone.
- Unload your child(ren) in the drop-off zone only.
- Have your child(ren) ready to exit the vehicle when you reach the unloading zone. Please stay in your car. Only children should exit the car.
- Once in the unloading zone, have your child(ren) exit your vehicle from the right side. If they need to exit on the left of your vehicle, please have them cross in front of your vehicle.
- At no time while in the drop-off lane should your car be unattended. This is not a parking zone.

Option 2: Park and Enter

Parents who are entering the building may park in the designated parking lot only. Please do not park in the drop-off lane, as this will pose a major safety risk. If a car is parked in the drop-off lane, it forces other cars to have to back up with other students entering the drop-off lane.

- Please be patient as we have many students who arrive to school by car.
- If you do not have an appointment with a staff member, you will drop your student off inside the first set of front doors and then exit the building.
- If you have a **scheduled** appointment with a staff member, you must sign in at the office where an office member will check the scheduled appointment list. Please be prepared to show identification.

School begins at 7:59 a.m. If you arrive after 7:59, you must bring your child in to the office and sign them in. Please do NOT drop-off your students before 7:40 in the morning.

Afternoon Pick-up Procedures:

Please park in the parking lot. Do not park in the drop-off zone, as this poses a safety hazard to students who are exiting the building to walk to the busses as well as students who are entering the parking lot with their parents.

All end of the day pick-ups will be conducted as described below:

- Parents need to park in the designated parking lot. Please do not park in the drop-off zone as this creates safety issues.
- Parents who pick their child(ren) after school will need to fill out necessary paperwork (this will only need to be done once per year).
- Parents will enter through the main entrance and form a line in the designated area. Parents will not be allowed to wait before 2:45 p.m.
- Parent will sign their child(ren) out, and a staff member will go retrieve that student from the cafeteria. Emergency cards will be checked and if they are not listed on the card, they will not be allowed to pick that student up. Parent must have picture identification to pick up student.
- Please do not send in anyone who is not on the emergency pick up card. We will not release students to anyone who does not appear on their emergency card.
- The second set of doors for pick-up will open at 3:00.