



## Morning Drop-Off Procedures

Adults that choose to drop off students are asked to review the drop-off procedures carefully. We are aware that many drivers are in a hurry to drop off their student and get to their next destination; however, safety of our students and drivers is most important. To create a safe, calm and orderly morning for all involved please follow the drop-off protocol at all times. Should you get frustrated or angry at a fellow driver we ask that you work to control your response at all times so as not to jeopardize the safety of our students or each other.

- Enter the drop off area from Franklin Avenue or University Boulevard.
- Stay to the RIGHT at all times.
- Remain behind the car in front of you at all times.
- Please allow the cars coming in from the University Boulevard lot to merge into the drop-off traffic flow.
- Ask your student gather all materials for the day before arriving at the drop-off area.
- Discharge your student quickly once you pull up to the sidewalk in front of the school – please DO NOT wait until you are at the front door to have your student exit the car.
- Move ahead to the stop sign on Franklin Avenue.
- Exit turning RIGHT only.

### Important Drop-Off Reminders to Keep Our Children Safe

- As you drive on Franklin Avenue, please observe the cross-walks in front of the school at all times.
- Please DO NOT try to get ahead of the cars in front of you by going around them. This creates confusion and congestion.
- Please DO NOT park your vehicle in the drop-off area at any time.
- Please DO NOT drop off your child on the shoulder of Franklin Avenue; please use the drop-off area at all times.
- Please DO NOT stop on University Boulevard to drop off your child.
- Please DO NOT enter the bus lot or staff parking lot on Franklin Avenue.
- Please do not TALK or TEXT on cell phones while in the drop-off area. Focus on the task and keep kids safe.
- Please DO NOT yell at staff members as they try to support a safe and orderly morning drop-off.

## Afternoon Pick-Up Procedures

Adults that choose to pick-up students at the end of the day are asked to review the pick-up procedures carefully. We have several hundred students that exit into the pick-up area daily. To create a safe, calm and orderly afternoon for all involved please follow the pick-up protocol at all times.

### Before dismissal:

- Enter the pick-up area from the Franklin Avenue entrance.
- Move around to the furthest spot in the drop-off zone possible staying to the right.
- Remain in your vehicle at all times.
- Do not block the left passing lane at any time.
- Do not block the entrance into the drop-off area from University Boulevard.

### After dismissal:

- After you have your student in the vehicle; pull around to the left and proceed with caution out of the lot.
- While waiting please continue to move as far forward as possible while staying to the right.
- Exit the pick-up area turning right only.

### At all times:

- Watch carefully for students hurrying through the drop-off area to catch the ride-on bus.
- Please do not TALK or TEXT on cell phones while in the drop-off area. Focus on the task and keep kids safe.
- Please DO NOT yell at staff members as they try to support a safe and orderly afternoon dismissal.



**Cars are not permitted in the bus zone during drop-off and pick-up times.**

**Visitors are not to park in the staff parking lot at any time.**