

Student Drop Off/Pick-Up Procedures

Drop-Off Procedures for Car Riders

The elementary entrance is the designated place to drop off and pick up students. Parents are to pull up between the yellow lines and drop off/pick up in an orderly manner. **PLEASE PULL UP TO THE CAR IN FRONT OF YOU. DO NOT PULL OUT AND DRIVE AROUND THE CAR IN FRONT OF YOU AFTER DROPPING OFF OR PICKING UP YOUR CHILD.** Student drop-off is between 8:15-8:30 and pick-up is between 3:20-3:30 pm. Students arriving at 8:15 may enter the elementary doors and wait in the foyer. Students will wait until the commons opens at 8:20 am. **Please do not arrive any earlier than 8:15, there is no supervision until then.**

School Schedule:

8:15-8:20: Students may enter Elementary doors and wait in the foyer.

8:20 am-8:40 am: All students go to commons for breakfast.

8:40 am: Students released from commons to class.

8:45 am: Tardy Bell: Students not in the building will be counted as tardy.

3:20 pm-3:30 pm: Student pick up

Walkers Procedure

Student walkers will be released through door 17 on Third Street between 3:25 and 3:30 pm. **Do NOT park and pick up your child on 3rd street, this is for walkers only.**

Change in Transportation

If you need to change plans during the school day, please call the office by 2:45 PM to ensure your student receives the new pick-up information. **For safety reasons, NO end-of-day changes will be made after 2:45 PM.** When calling the office, please be prepared to provide the following information:

- Child's full name
- Teacher's name
- Name of who will be picking up your child

If there are any questions, please let me know.

Caleb Walker

Principal

