Pick Up and Drop Off Procedures
Updated August 2020
Student safety is our first priority and we are dedicated to ensuring our student drop off and pick up procedures are efficient and safe.

Student Arrival in the Morning

BUS RIDERS/WALKERS/BICYCLE RIDERS

- Bus students will enter the building via the front door and will enter their classroom’s interior door.
- Bike riders will lock their bikes to the front rack and enter their classroom’s exterior door.
- Walkers will also enter their classroom’s exterior door.
- Students who are picking up breakfast will proceed to the cafeteria through the front doors, grab their breakfast, and head straight to their classroom’s interior door.

CARLINE ARRIVAL

- Students can be dropped off beginning at 8:35 am when teachers and staff begin morning duty.
- Staff members will be on duty and will direct you in order to promote safety and efficiency.
- Drivers, please approach the school heading EAST on Lake Woodmoor Drive. There will be a right hand turn only into the line at our WEST ENTRANCE. The drop-off line is only available to those who enter heading east. PLEASE NOTE - THIS IS A CHANGE FROM PREVIOUS YEARS.
- If you approach the school heading west, you will need to turn around at the Monument library parking lot to enter the drop-off line.
- If you head west and turn left into our parking lot, you will be directed to park in the lot. Drivers will then need to escort their children to the sidewalk. There may be a wait for a parking spot to open.
- Parents are to enter the carline and proceed to the white stripes near the recess fence. This area will be “Kiss and Go.”
- Pull as far forward along the white striped area as possible before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Students are to exit their vehicle on the passenger side ONLY.
- Parents are to remain inside their cars-please do not leave your car unattended. Parking is not allowed in the drop-off lane. If you need to exit your vehicle, please park in a designated parking space.
- Students will proceed directly to their classroom exterior door.
- Students who are picking up breakfast will proceed to the cafeteria, grab their breakfast, and head straight to their classroom’s interior door.
- Children are not to walk across/through the staff parking lot. Children are to always walk on the sidewalks. After your child exits the car, parents are to angle their car to the left and drive into the PASS THROUGH lane to make room for the cars behind them to access the unloading areas.
- Please exit the school property via the EAST EXIT.
**Student Dismissal in the Afternoon**

- Please make sure your child knows how they are getting home each day. If you need to make a change to those plans, please call our office before 3:00 pm and we will get a message to them.
- Students will remain in their classrooms until they are called to dismiss.

**BUS RIDERS**

- Bus riders will exit via the front doors of the school and will head directly

**YMCA AFTER-SCHOOL CARE**

- YMCA students will head to the cafeteria. YMCA will take attendance and notify the office if they are missing an expected student.

**WALKERS/BIKE RIDERS**

- Walkers will head to the northeast exit door. We do not have a radio caller at the northeast door. These doors are also where parents can wait if they are walking to school and meeting their child. Parents and children should leave school grounds immediately after students exit the building.
- We want children to use the marked crosswalks to cross the streets to our school. Please help us model and encourage this behavior when you walk your child to and from school.

**CARLINE PICK UP**

- Staff members will be on duty and will direct you in order to promote safety and efficiency.
- Please make sure you have a sign for your dashboard with your child’s first and last name. Please make sure your sign(s) has ALL students' first and last names for the children you are picking up.
- Drivers, please approach the school heading EAST on Lake Woodmoor Dr. There will be a right hand turn only into the line at our WEST ENTRANCE. The pick-up line is only available to those who enter heading east. PLEASE NOTE - THIS IS A CHANGE FROM PREVIOUS YEARS.
- If you approach the school heading west, you will need to turn around at the Monument library parking lot to enter the pick-up line.
- If you head west and turn left into our parking lot, you will be directed to park in the lot.
- When picking up your child pull as far forward along the curb as possible along the west side of the building before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Parents are to remain inside their cars-please do not leave your car unattended. Parking is not allowed in the drop off/pick up lane.
- If your child is not at the carpool pick up area when pull into the loading area, you will be directed to pull forward – staff will direct you.
- Please use the EAST EXIT when you leave.
- Please respect our staff who will stop the line to allow buses to leave.
IMPORTANT always

- Please do NOT park in our neighborhood and ask your child to meet you at your car.
- Please do NOT walk between parked buses. This is not safe.
- Please do NOT use your cellphone while driving on the school property.
- Please respect our staff who are working to keep everyone safe.

- Green line indicates car drop-off/pick-up line. Note that entrance into the drop-off/pick-up lane requires heading EAST on Lake Woodmoor Drive and making a right hand turn into the WEST ENTRANCE.
- Red line indicates parking circle and exit from the parking lot. Note left turn entrance heading west on Lake Woodmoor Drive does not enter car drop-off pick-up line.
- Exit the parking lot from the EAST EXIT.