



MAKING  
dropping off  
and  
picking up  
OUR  
CHILDREN  
safe &  
efficient  
for  
everyone.

- Hundreds of students are dropped off and picked up every day.
- It takes 2-3 weeks for everyone to get used to drop-off & pick-up procedures.
- Please make safety your top priority.
- Be patient and courteous at all times.
- Cooperation is key so all parents can drop-off/pick-up their child in a safe, time-efficient manner.
- Our staff is here to help every step of the way.
- If you have any questions, please call **919-879-8190**.

## Drop-off/Pick-up

- Please **follow staff direction** at all times.
- **When turning into the school**, please do not pass other cars and do not enter the exit lanes.
- **Follow** the serpentine traffic pattern through the staff lot.
- **Drive slowly** and always use extreme caution in the school lot.
- **Remain in your vehicle** and wait in line to drop-off/pick-up along the sidewalk in the designated area.
- **Pull completely forward** and as close to the vehicle in front of you as possible.
- **Stay off your cell phone** at all times.
- **Always use the crosswalk** when walking your child in/out of the school.
- **If parent parking area is full**, use the curbside drop-off/pick-up instead.
- **Never drop your child off** in the middle of any parking lot or on adjacent streets.
- **During drop-off**, students stay in vehicle until it reaches the specific drop-off area.
- **During pick-up**, post your school issued dismissal tag in your windshield identifying your student/family number.

Note: If someone else is picking up your child, share our process

**Thank you for your cooperation!**



## ARRIVAL

- Do not drop off students prior to 7:35 a.m. Staff will not be outside monitoring until that time.
- If you park in a space, you must walk students to the school using the crosswalk by the parent lot.
- Do not drop-off students in the parking lot or at adjacent businesses.
- All daycare providers should use the reserved parking spaces in the parent lot.

## DISMISSAL

- School is dismissed at 3:15 p.m. for all K-5 students.
- School is dismissed at 3:30 p.m. for grades 6-7 and younger siblings. Do not come early. You will only delay the process for yourself and others.
- Display your school-issued dismissal tag indicating student/family number.
- If you have not been issued a student/family number dismissal tag, you must park in a space and proceed to the office.
- Students remain inside until their student/family number is called.
- Do not park in reserved area unless directed by staff.
- All registered daycare providers should use the reserved parking spaces in the parent lot.
- Parents that want to park should use the parent parking lot and proceed to the side door by the reserved spaces. Show your dismissal tag with student/family number to staff. Your student will meet you at this door.

