

2019-2020
PRESCHOOL/PREKINDERGARTEN/KINDERGARTEN
Drop off/Pick Up Procedure

Please read this procedure thoroughly before the first day of school.

The first day of school is Wednesday, September 11, Kindergarten: 8:20 a.m. and Preschool/Prekindergarten 8:20am as well. Please note that the school parking lot is reserved for preschool/kindergarten parents until 8:30 a.m., starting Wednesday, September 11.

PROCEDURE FOR CLASSROOM DROP OFF & PICK UP:

All parents of preschool, prekindergarten, kindergarten students are **REQUIRED** to walk their students to their classrooms and pick them up at the classrooms.

1st Session Preschool - Kindergarten parents are to use the center doors for entering. Please wait outside the *center door entryway* until the doors open at **8:15am**. Please allow your elementary siblings to stand at the gym doors with the Service Block Parents. Elementary classrooms do not open until 8:10 am and they will enter through the gym doors. The office doors are for those conducting business in the office. For pick up, the center doors will open for pick up at **10:57am** for you to enter to your students classroom where the teacher will release the student to you.

2nd Session: Preschool - Kindergarten parents are to use the *center door entryway* for entering. Please wait outside the center doors until the doors open at **11:37 am**. The office doors are for those conducting business in the office. For pick up, the doors will open for pick up at **2:17pm** for you to enter to your students classroom where the teacher will release the student to you. Please do not be late, since the parking lot traffic will begin to fill due to elementary kids being released at 2:40pm.

PROCEDURE FOR LATE ARRIVAL:

If you are later than 8:20 a.m., you need to park in the school parking lot and walk your child into the office if the center doors are no longer held open.

2019-2020
ELEMENTARY/MCS
Drop off/Pick Up Procedure

Please read this procedure thoroughly before the first day of school.
The first day of school for grades 1- 10 is Tuesday, September 10, at 8:20 a.m.
Please note that the school parking lot is reserved for preschool/ kindergarten parents until 8:30 a.m., starting Wednesday, September 11.

PROCEDURE FOR DROP OFF:

All parents of 1st - 10th graders are **REQUIRED** to use the Elk's parking lot to DROP off your children. Students may be dropped off at the gate in the Elk's parking lot between **7:55 a.m. and 8:20 a.m.** Service Block parents will be at the gate and along the path to the school doors to ensure your children's safety. Please do not drop off until you see the volunteer. Students are to stand by the ***gym doors*** where they will be let in at **8:10 a.m.** through that entryway. Please do not stand at the center doors for that will be reserved for the preschool parents. The office doors are for those conducting business in the office.

Cars will enter the Elk's parking lot from Division Street and turn right to go around the building. Pull up to the farthest orange cone to allow for 3 or 4 cars to unload between the orange cones at the same time. Once your students have unloaded and car doors are closed, continue drive less than **5 mph** around the Elk's building and exit back on to Division Street. Please unload your students between the orange cones, and only when a volunteer is present. The students will walk through the gate around the school to the gym doors. They will wait there in a respectful manner, until the doors open at **8:10 a.m.** Students will be supervised while waiting for the doors to open.

PROCEDURE FOR WALKING IN:

If parents of children in grades 1-10 need to come into the school before 8:20 a.m., please park on the street being careful to not block our neighbors' driveways and mailboxes.

PROCEDURE FOR LATE ARRIVAL:

If you are later than 8:20 a.m., you need to park in the school parking lot and walk your child into the office. Late students must be signed in by the parent in the office. The only tardies that will be "excused" by the teacher is for appointments with a dentist/doctor. The child will need to have a blue slip from the office to get to class after the bell has rung.

2019-2020
ELEMENTARY/MCS
After School Traffic Pick-up Procedure

Your new family traffic number for this school year (new numbers are issued to families each year) will be available for pick up at Open House. For increased security, these cards may not be duplicated. You will receive four complimentary cards for your convenience, and if you need more (i.e. for carpool cars), there is a \$1 fee per card. Please notify and pay for the extra cards in the school office. One of these cards must be displayed in the front window of your car when picking up your children after school.

PROCEDURE FOR PICK UP:

1. The pick-up process will begin at **2:40 p.m.** Please **DO NOT** come into the parking lot before **2:35 p.m.** We have preschool and kindergarten classes who use the parking lot before that time. As cars drive into the school parking lot, a volunteer will note your family number. In the gym, the number will be called out and your child will exit the building and load into the car. Your child needs to memorize this number. For the first couple of weeks you might want to write down the number and keep it in their backpack for quick reference. If your child misses the first call of their number, the driver will be asked to pull forward and park until the child comes out. Paying close attention to the numbers being called and quickly exiting the building are essential to the efficiency of the system. We will all work hard to dismiss and load cars in a safe and timely manner.

2. Cars need to line up on 8th street driving west toward the school. **PLEASE DO NOT LINE UP BEFORE 2:10PM** The easiest way to get into position for pick-up is to drive east on Division, past Kane (257th), turn right on 8th, come down the street, and turn into the parking lot. The traffic flow pattern needs to be followed to ensure a safe and efficient system while keeping happy neighbors. We are all witnesses for Christ and want that reflected in our driving and pick-up procedures. Please be courteous and **don't block driveways, mailboxes, or side roads.** The whole process should be completed by 3:00-3:05 p.m.

3. If you are parking and walking up to the school to pick up your child, please arrive at 2:45 p.m. Parking is limited to the south side of 8th street. Do not use the Elk's parking lot. or apartment parking lots. We do not have permission to park at the Elks. Show your family number card to the person at the center doors of the school. Your number will be sent to the gym and your child will exit and walk down the sidewalk to you. Please do **NOT** wait at the east gym doors nor enter the building. If you need to conduct business or speak with a teacher, please enter at the office (west) door after you have your child.

4. All children not picked up by **3:05 p.m.** will be escorted to the office. You will need to go inside the office to check out your child there. Children not picked up by 3:05 will be charged a late pick-up fee of \$20 after 3:05pm and \$40 after 3:35. We understand emergencies and circumstances may come up that delay your pick up. If you will be delayed, please call or notify the office before the pickup time at (503) 661-5632.

5. Carpool! We strongly encourage you to arrange carpooling as often as possible. You just need to be sure your “carpool buddy” has one of your office-issued “family number” cards. There are some cars that will have 3 or 4 “family number” cards which is great! It saves gas, time, makes shorter traffic lines, and we get the kids out of the gym sooner. Carpooling is a win/win for everyone!