

## Parent Pick Up and Drop Off

(Please refer to the diagrams page 3-4)

### \* NEW Morning Drop Off \*

- No drop-offs until 9:00am.
- Parents dropping off may pull all the way up in either Lane 2 or Lane 3.
  - After pulling all the way forward in Lanes 2 and 3, a staff member will help your student out of the car to the sidewalk. Please wait until a staff member is there before your child exits the vehicle.
  - Once students are on the sidewalk, staff will dismiss you. Cars will then pull forward and we will repeat.
  - Lanes 1 and 4 should remain OPEN. ONLY USE LANE 1 IF YOU NEED TO PULL INTO A SPACE TO ENTER THE BUILDING.
- **Be sure to use the entirety of Lanes 2 and 3.**

### \* Afternoon Pick Up \*

- The far left lane closest to the school (Lane 1) MUST REMAIN OPEN AT ALL TIMES .
- Cars will use the right three lanes to line up (Lanes 2-4).
- At 3:45pm, students that are car pick-ups will exit at the far doors. THE FIRST THREE ROWS of cars will be loaded and then dismissed. All lanes will then pull up to repeat the process.
- Parents need to stay in cars so that you are ready to pull up. PLEASE DO NOT WALK TO THE SIDEWALK to get your student. This will cause a slow down in our pick-up line.

Continued on next page..

### \* Parent Pick-up Notes \*

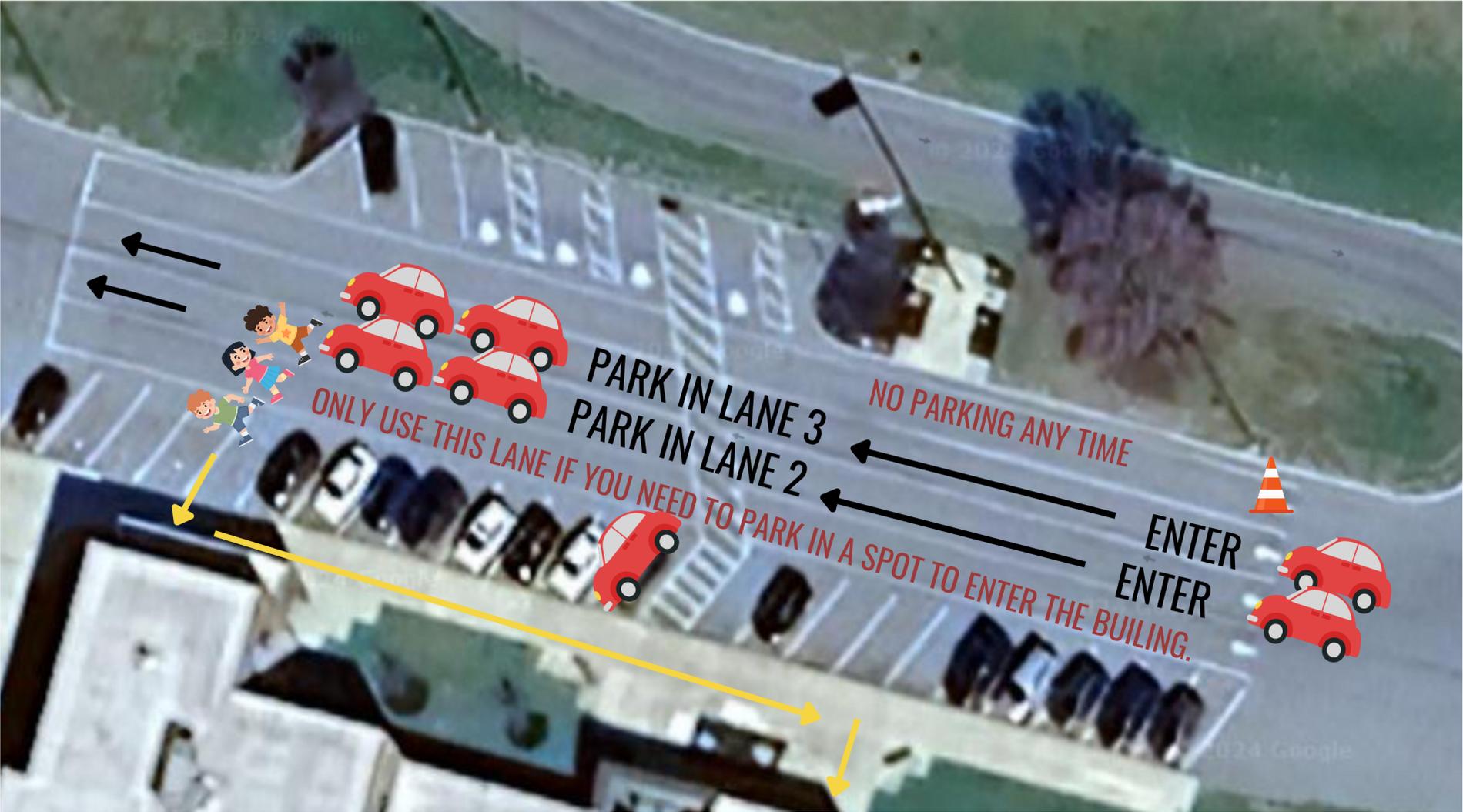
- All students that will be picked up by a parent/guardian will need to either call the office before 3:00pm or send a signed note or email. **Even if students were on the list last year, I do not carry anything over, so please be sure to inform the office.**
- If your student will be a pick-up everyday, or have set days they are picked up every week, you can write a note stating that for the entire year.
- If you have a shared custody schedule, you may also print out a calendar and mark the days they are getting picked up and who is picking them up.

### \* New Entry Procedures \*

Starting the second week of school, August 26<sup>th</sup>, our outside lobby door will be locked. Please follow the steps below.

- Ring the camera doorbell mounted to the right of the outside lobby doors.
- An office staff member will be able to see you and will speak to you through the doorbell. You can let us know at the time the reason for your visit to Oak Flat. We will then be able to buzz you into the lobby area.
- When you enter the lobby, please stop at the window to speak with an office staff member. We will be able to talk to you and give you further instructions.
- Be sure to have your ID READY FOR EVERY VISIT.

# MORNING DROP-OFF



# AFTERNOON PICK-UP

