

# Parent Pick-Up and Drop-Off Procedures

*All adults on campus who are not school district employees must sign in at the office with government issued identification, scanned through FastPass and wear a visitor or volunteer badge.*

## **Morning Drop-off:**

- **There will be no supervision prior to 7:45 a.m. Students may not be dropped off before 7:45 a.m.**
- Use the parent drop-off area in the front of the school for morning arrival. Please pull up as far as possible and let children exit from the passenger side of vehicle only.
- If you need to exit your vehicle, please park in the visitor parking lot only.
- **Do not use the back parking lot (bus loop) to drop-off your students.** Delivery trucks, maintenance vehicles, busses and support staff arrival make this unsafe for students.

## **Afternoon Pick-up:**

- **Cars will not be allowed to enter and line up in the pick-up line prior to 2:45 p.m.** Cars will also not be allowed to line up on the circle because it blocks our emergency entrance.
- Cars will line up along the fence on 60<sup>th</sup> Ave. NE prior to 2:45 p.m. Please don't leave car unattended to pick up your child at anytime.
- Students will be escorted to your car. All drivers must have a designated Parent Pick-up Sign displayed in your vehicle where it can be seen by staff. **The child will not be allowed in the car without the Parent Pick-up Sign even if staff knows you.**
- Slowly move forward in the parent pick-up line after the vehicle in front of you has pulled away.
- **If your child has a doctor's appointment, he/she must be checked out prior to 2:15 p.m.**
- We strongly discourage parents from getting out of vehicles to pick up children. If a parent insists on leaving the car, he/she will have to get back into the parent pick-up line to leave the premises in fairness to all other cars that have waited.

## **Inclement Weather:**

- Students will be held in their assigned areas. You will need to park in a marked parking spot and come in through the front office.

We appreciate your cooperation.

Estates Elementary has worked closely on this plan to ensure the safety of you and your children.