

## Drop Off and Pick Up Procedures

**Safety first:** It is our responsibility to ensure that our children arrive and leave school in the safest way possible. Please review the procedures carefully and follow them, so that we can continue to provide a safe environment for everyone.

### Morning Drop-off:

- All students enter school through either the Everett St. or Geneva St. pedestrian gates.
- If arriving by car, enter the DROP OFF LANE on Everett or Geneva Street, marked by bright orange cones.
- Pull forward as directed by Mustang Valet Volunteers (parents and staff members in brightly colored vests) until you reach the Safe Drop-off Zone in front of the gate marked by cones.
- Assisted by Mustang Valet Volunteers, students exit cars at the Safe Drop-off Zone and are directed to enter the Geneva or Everett gate onto the playground.
- Be prepared:
  - Say goodbye before entering the drop off zone.
  - Have backpacks in hand or on student ready to go.
  - Students exit only on the passenger side of the car.
- Please be patient and courteous.
- Students must be in line by 8:05 am, which is when the gate will promptly close. Instruction begins at 8:10. The removal of the cones signals the closing of the gate. Students arriving after 8:05 will need to enter school through the front office on Doran Street. Please do not drop your child off at the gates after 8:05am.

### After School Pick up:

- All students are dismissed from the front of school. The teachers will escort the students to their designated area. Refer to the attached map to locate where your child's classroom will be dismissed from. Teachers will be holding signs during the first week of school so you may easily identify them.
- Parents/caregivers: please park away from the school, in the surrounding neighborhood, and walk to the front of the school to pick up your children.
- Please be sure to pick up your children on time. We do not provide supervision after 3:00 pm or after 2:00pm on Wednesday Banking Days. If you are unable to arrange pick up by that time, please consider enrolling your child in our EEELP/RAP program or make other childcare arrangements. Students may not wait in front of the school after 3:00 pm (2:00 pm on Wednesdays) due to lack of adult supervision.

### **Please remember:**

- **Be kind to our neighbors. Do not park in or block our neighbors' driveways.**
- **Do not park in the delivery areas of the Vons parking lot.**
- **Do not block our school's loading dock on Everett.**
- **Adhere to all safety and traffic laws.**

**Our children's safety is everyone's responsibility!**