



GLENDALE UNIFIED SCHOOL DISTRICT
COLLEGE VIEW SCHOOL

Drop-Off and Pick-Up Procedures
For parents transporting students in private vehicles

PLEASE DRIVE SAFELY IN OUR PARKING LOT!!!

For everyone's safety, it is *extremely* important that parents who choose to drive their children to school follow these procedures.

Drop-Off Procedure: Drop off begins at 8:20am

- 1) As you enter the parking lot, please drive *slowly* and *carefully* as there will be many cars, buses and vans during this time.
- 2) Parents are encouraged to use the visitor and accessible spaces available in the parking lot. Staff members will be in the front greeting students and assisting them to navigate to their classroom with their peers as safely and independently as possible.
- 3) **DO NOT LEAVE YOUR VEHICLE UNATTENDED IN THE BUS LANE.** If you wish to remain in your vehicle, please line up with the buses in the bus lane and move forward as it is safe to do so. Once your vehicle reaches the drop-off point (in front of the school beyond the flagpole), staff will assist your child out of your vehicle.
- 4) Once your child has exited your vehicle, please proceed slowly through the circle using the left lane and exit the parking lot. If your exit is blocked – **PLEASE DO NOT BACK UP.** Wait until your forward path is clear. We will do our best to get you out quickly and safely. We thank you for your patience.

Pick-Up Procedure: School ends at 2:45pm Mon, Wed, Thu, Fri and at 1:20pm Tue

Parents who arrive close to our dismissal time will be asked to wait until school is over.

- 1) As you enter the parking lot, please drive *slowly* and *carefully* as there will be many cars, buses and vans during this time.
- 2) Parents are encouraged to use the visitor and accessible spaces available in the parking lot. Staff members are available to assist students to the car if needed.
- 3) **DO NOT LEAVE YOUR VEHICLE UNATTENDED IN THE BUS LANE.** If you wish to remain in your vehicle, please line up with the buses in the bus lane and move forward as it is safe to do so. Once your vehicle reaches the pick-up point (in front of the school beyond the flagpole), staff will assist your child into your vehicle. It is the parents' responsibility to make sure all seatbelts are securely fastened.
- 4) Once your child is safely buckled, please proceed slowly through the lot and exit. If your exit is blocked- **PLEASE - DO NOT BACK UP.** Wait until your forward path is clear. We will do our best to get you out quickly and safely. We thank you for your patience.

When to sign your child in or out:

There is no need to sign in during regular drop-off time.

Parents bringing their child to school late or picking them up early **must** sign in/out at the front desk. We kindly ask all parents and family members picking up or dropping off students during this time to please park in the visitor and accessible spaces designated for your use. **PLEASE DO NOT LEAVE YOUR VEHICLE UNATTENDED AT THE CURB OR IN THE BUS LANE.**

Always Be Courteous, Follow Staff Directions And Drive Safely!!!