



Dear Cougar Families:

We are excited to welcome all of our Kingsway Cougar Leaders to the start of a new school year. As always, student safety is our top priority. This letter describes the procedures for Parent Drop-off (PDO) in the mornings and Parent Pick-Up (PPU) and walkers in the afternoon. We want the arrival and dismissal to be a positive and safe experience for all cougar leaders. Please adhere to the following procedures:

Listed below are the procedures for Parent Drop-off (PDO) in the mornings:

- All vehicles should enter the Parent PDO line from Westbound Quasar (from Loveland Blvd) and turn right into our parking lot. There is no left turn permitted into our parking lot during arrival and dismissal times. These times are posted and monitored by our SRO.
- We recommend that students in grades K–5th exit their cars and walk to the building by themselves to gain independence.
- Students that are needed to be escorted into the building by an adult, please pull forward to the front of the line. The first white pole will have a red heart on it. We will have adults located at the red heart to help your child out of the vehicle and escort them into our building. REMINDER: Please do not let your child out of the car until an adult is at the pole when in the heart zone.
- Please be aware of all surroundings when you're in the PDO traffic line. We have many procedures taking place as students arrive. Please be safe, patient, and courteous as you travel on our campus. Cell phones should not be in use while you are in the line.
- At no time should any parent drop their child off on either of our side roads or the bus ramp. All students who are brought to school by their parent must be dropped off in our Parent Drop-Off line between 8:00am and 8:35am (Students are tardy if they are not in their classrooms by 8:40am)
- Late arrivals will need a parent to walk them into the building.

Dismissal in the afternoon:

- Please note that in an effort to decrease classroom interruptions, no early dismissals will be permitted between 2:30–3:10pm, unless prior approval has been granted. Parents that need to pick up students for early dismissal will ring the Air Phone. A KES staff member will locate the student and bring the student out to the parent in the lobby. Students will be signed out and parents will sign the student's dismissal slip. **Dismissal changes need to be made in writing. No dismissal changes will be taken over the phone, by email, or on the Remind app.**
- All families picking up in our PPU lines must have a car tag. PPU car tags are given to parents and guardians that have presented an ID and are on the emergency card. If you do not have the PPU car tag, you will have to park and come into the school to show your ID. Please note that if you do come into the building to pick up your child due to not having your card, you may have to wait until PPU is over. Our office is busy during dismissal and student safety is a priority.
- PPU is located in two different places on our campus.
 - Pre-K – 2nd grades will dismiss in the front of the building. Older siblings will be directed to sit with younger siblings during PPU. Parents and Guardians are to line up on westbound Quasar Blvd from Loveland Blvd without blocking intersections or the school entrance. The PPU line will not move until approx. 3:15pm. Cars will not be allowed on campus until **2:45pm**. Again, please do not block the intersections or the school entrance.
 - 3rd– 5th grades and all VE classes will dismiss from the bus ramp on the side of the school. Parents and Guardians are to line up on Alward Street without blocking the bus loop entrance, rear parking lot, or intersection. Please line up down Alward Street to Harold Avenue. Note: Parent pick-up line will not move until all the buses leave the bus loop. Please do not pass other parents in the line and do not cut the line from side roads.
- Students are to be picked up by vehicle in the Parent Pick-Up area only. **If your child is a walker, they must walk home to be considered a walker. No cars should be in our walkers' areas, as this creates a very unsafe environment for our walkers/bikers.**

Walkers/Bikers:

- In the morning, the walkers/bikers will have two points of entry, the swamp side, and the bus side. Swamp side walkers/bikers will arrive at the gate by in front of the building. The bus side walkers/bikers will arrive at the gate by the bus ramp. A KES staff member will be at both locations at 8 am to greet the students and allow them on campus. All walkers/bikers will enter the building at the main entrance.
- In the afternoon, students will be walked out to their designated walker location. You will NOT be able to park on the grass near the school. If you wish to pick your child up by a car, we ask that you go through the Parent Pick Up line. Only students in grades 2nd–5th are permitted to walk/bike home alone.
 - For the swamp side, the students will be walked to the gate at the front of the school. If your child is in Kindergarten or 1st grade you must show your walker tag. We will not release any kindergarteners and 1st graders without an adult present and with a walker tag. Parents will be asked to pick up the student in the office with an ID if the walker tag is not present.
 - For the bus side walkers, students will exit the building from the bus loop door that's closest to the butterfly garden and parking lot. They take the sidewalk to Quasar where there's a crossing guard. If your child is in Kindergarten or 1st grade you must show your walker tag at this location. Parents will be asked to pick up the student in the office with an ID if the walker tag is not present. No student will be picked up in the grass area near the bus ramp. All students will walk to the crosswalk where a crossing guard is present.
- All walkers will be held in the cafeteria in the event of a thunder and/or lightning storm. Parents will be directed to pick their walkers up in the PPU line with a PPU tag in the FRONT of the building. All walkers should receive a PPU tag for rainy days.



We appreciate your cooperation as we continue to keep our students safe and successful here at Kingsway Elementary. If you have any questions or concerns about the procedure please contact our office at 941-255-7590.