

Policy Title:	Drop Off and Pick Up
Policy Reference:	PL.42
Policy Type:	<input checked="" type="checkbox"/> Company <input type="checkbox"/> Position <input type="checkbox"/> Other

Effective Date:	8/1/2024
Print Date:	8/19/2024

## Description:

### General Precautions

- Be your child's best example. Please be courteous and always follow safety guidelines.
- No arrivals prior to listed times. No supervision provided.
- Follow all directions from school safety personnel. They may see potential problems you cannot.
- Devote more time and be extra cautious on snowy, rainy, or foggy days. Drive with your headlights on, to see and to be seen.
- Please drive slowly and watch for children.
- Do not use your cell phone while driving on the drop-off and pick-up lane.
- Pull as far forward as possible before dropping-off and loading your children.
- Children should exit and enter on the passenger's side only.
- Drop-off and pick-ups are in the loading/unloading zone area and directed by MSPA staff.
- Do not pass other vehicles to pull in from of them to pick up your child.
- Once your child is in the vehicle, you may pull carefully out.
- It will take a few extra minutes of your time to utilize the drop-off and pick-up safety lane zone when school begins and lets out but please recognize that our staff are working quickly to unload and load students safely into cars and to keep traffic moving.

### 7:40 Morning Drop-Off (On the east side of Damon Palmer)

- Drop-off will begin at 7:40 and end at 7:55 am
- Please follow the directions of the MSPA staff
- Do NOT let your child unload until they are at the loading/unloading zone. We have staff members at the load/unload zone by 7:40 to help your child unload safely.
- Have your child exit your vehicle from the passenger side door only.
- Do not get out of your car.

### 11:40 Drop-Off and pick up on the east side of Damon Palmer

- Afternoon drop off and pick up will begin at 11:40 and end at 11:55
- All students will be dropped off on the east side of Damon Palmer by unit 1846. Do NOT let your child unload until they are at the unloading zone. We have staff members at the unload zone to help your child unload safely.
- Have your child exit your vehicle from the passenger side door only.
- When picking up your child for the first two weeks of school, it will be helpful and save time, if you tape a paper with the names of the children that you are picking up on the passenger side window.
- Do not get out of your car.
- Teachers will escort your child to the building.

### 3:30 Pickup

- Pick up will start at 3:30 and will go until 3:45 pm
- When picking up your child for the first two weeks of school, it will be helpful and save time, if you tape a paper with the names of the children that you are picking up on the passenger side window.
- Do not exit your vehicle
- Teachers will escort your child and their belongings to your car.

**Late Arrivals**

If you arrive after 7:55 am or 11:55 am, and there is no one outside to greet your child, please park your car up front and walk your child inside through the front door and check them in at the office.

If you are late picking up your child, they will be in 1846 and there will be a \$2.15 charge per child starting at 12:05/3:55 for every 15 minutes that you are late picking up your children.

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**Purpose:**

To ensure the safety, efficiency, and smooth operation of student arrivals and departures. This policy establishes clear procedures and designated areas for parents and guardians to drop off and pick up their children, minimizing congestion and reducing the risk of accidents in and around the school grounds.

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