Elementary Drop-Off and Pick up Changes

This school year we have a few important changes that you need to be aware of. Please remember Prairie St. in front of the elementary building is still a one way street during Monday- Friday 7:30-3:30.

**Morning Drop Off**
~If weather is nice and morning recess is on blacktop please for your child’s safety and others pull into a parking spot to drop your child off in the morning. **DO NOT** drop them off in the middle of the road. If weather is unpleasant and we are in the gym, please pull up to the curb and drop off your child.
~Morning recess 8:00-8:10 (staff members do not arrive until 8:00am so for your child’s safety, no students should arrive to school before 8:00am).
~Breakfast in the classroom is from 8:10-8:30. All students receive a free breakfast during this time.
~Tardy bell is 8:15, if arriving after this time **every student** is to check into the elementary office to receive a tardy slip.

**After school Pick Up**
For every child’s safety, please follow the procedures outlined below. We have almost 200 faculty and students in our elementary building leaving everyday. These guidelines are necessary for ensuring the safety of everyone. When only a few people break the flow of the system, it causes a problem for everyone else following the guidelines. Please be respectful of all students and parents time and safety.
1. Turn off your cell phone. (We cannot give you needed instruction if your are preoccupied or are distracted which causes a safety concern for everyone).
2. Place your car in park when students are entering/exiting the car.
3. Keep the car rider sign (provided by the district) hanging from rearview mirror visible at all times. **STUDENTS WILL NOT BE LOADED INTO A CAR WITHOUT THIS SIGN.**
4. The adult picking up the student will be required to go to the office to sign the child out if no sign is present.
5. Stay in your car. It is safer for us to deliver them to you. (Students will not be allowed to leave with any person without the provided car rider tag. This is a safety measure that lets us know the correct person is taking your child).
6. Do not enter/exit through alley.
7. Writing a note to your child’s teacher is best if you have a dismissal change for the day/week. However, we understand emergencies may arise occasionally. Notify the school before 2:00pm if you need to make a dismissal change. We can not guarantee
that calls after 2:00pm will be accommodated. Be sure that the person picking up your child has the car rider tag if he/she is a car rider.

8. Each family will receive 2 car rider tags. If you need a new car rider tag it will cost $5.00 per additional tag.

9. Parents: Please do not arrive to school before 2:50 to pick up your child. This will cause congestion and blocks the road.