

Two Vehicle Morning Drop Off Procedures

ALL students should be in the building by 9:00am. This will require you to be in the drop off line well before 9:00am to ensure your child is in the classroom and ready to learn. The staff assisting at the Drop Off Line will return to the building and close the doors at 9:00am. No students will be allowed to enter in the back door after 9:00am.

- Enter Hillside parking lot and follow the driveway to the back of the lot.
- Make a left at the back end of the parking lot and curve around to the Parent Drop Off cones.
- Drop Off Cones and stop signs are set up to assist you.
- Please pull all the way up to the first cone and have your child(ren) **EXIT** the vehicle door closest to the school.
- If you are the second car, please pull up to the cone and have your child(ren) **EXIT** the vehicle door closest to the school. Please have your child, walk on the outside of the cone (closest to the fence) so we can ensure your child's safety.
- The second car in the Drop Off line may not move until the car in front of it moves.
- There should be **NO** vehicles trying to squeeze by stopped vehicles in the Drop Off Line to exit the Parking Lot. ***This is a major safety concern.***
- **There should only be two vehicles with children exiting them.** If you are waiting in the Drop Off Line and are not at one of the cones, please **do not** have your children exit the vehicle.

We are requesting parents **not** to get out of their vehicle when the vehicle is in the Drop Off Line. If your child is in a five-point harness, please park and walk your child up to ramp. Cross at the cross walk so that our staff can assist you.

Procedures for Parents Who Are Parking

Please enter the Parking Lot and follow the Drop Off Line and find a Parking Spot. After exiting your vehicle, please walk up to the opposite side of the Drop Off Cone and **WAIT** to be crossed by the adult greeting the children. We will create a crosswalk for you and your child. Once your child is up the ramp, please wait by the Drop Off Cone to be crossed by the Adult greeting the children.

Once you have dropped off your child, you will need to wait until the Drop Off Line allows you to back out of your spot. Remain in the Drop Off Line and then safely exit the parking lot.

Parent Pick-Up Procedures at Dismissal

Parents will need to park their cars in the parking lot and buzz in at the main entrance. Please state your name and reason for visit. After being buzzed in, remain in the vestibule and sign your child(ren) out. You will be united with your child(ren) by a staff member. Please exit the building immediately in order to make room in the vestibule.

Some Important Tips About Pick-Up

- We kindly ask parents to **not** hold the door for other visitors. Every visitor **MUST** buzz into the school.
- We kindly ask parents to **not** park in front of our main office entrance. The busses will **NOT** be able to get through the driveway to pick up our bus students during dismissal.