

Student Pick-up at the End of the School Day

Students being picked up by parents at the end of the day will be dismissed to parents in the cafeteria. Please follow these procedures:

- Please park in the stadium parking lot or the high school parking lot.
- We will open the door outside the cafeteria at 3:15 p.m., and we will let parents into the cafeteria at that time.
- If you did not send a note indicating that you were picking up your child after school, please sign the sign out sheet on the table as you enter the gym. We will call your child to the Cafeteria. If you sent a note to school with your child, your child's teacher will automatically send your child to the gym at 3:23 p.m.
- Parents and children will exit the elementary school through the same door parents entered the building (cafeteria side door).

Helpful Reminders:

- **The pick-up process will go much smoother and faster if you send a note to school with your child indicating you are picking up your child.**
- If the staff on duty does not know you, they will ask for proper id.
- Since the door will be locked until 3:15 p.m., I would suggest you stay in your car until that time so you do not have to stand outside.
- Parking is not allowed in the cafeteria driveway. We will have orange cones placed across the drive to prevent anyone from parking in this area.
- Parents will not be allowed to enter through the front door and walk down to the cafeteria for dismissal. You will be asked to go around to the cafeteria entrance.
- If you are picking up your child from school, we ask that you are here by 3:23 p.m., since we will start bus dismissal promptly.

Early Student Pick-up

- If you are picking your child up early from school, you will sign your child out at the Greeter's Station.