

Flagstone Elementary School

Drop-off and Pick-up Procedures

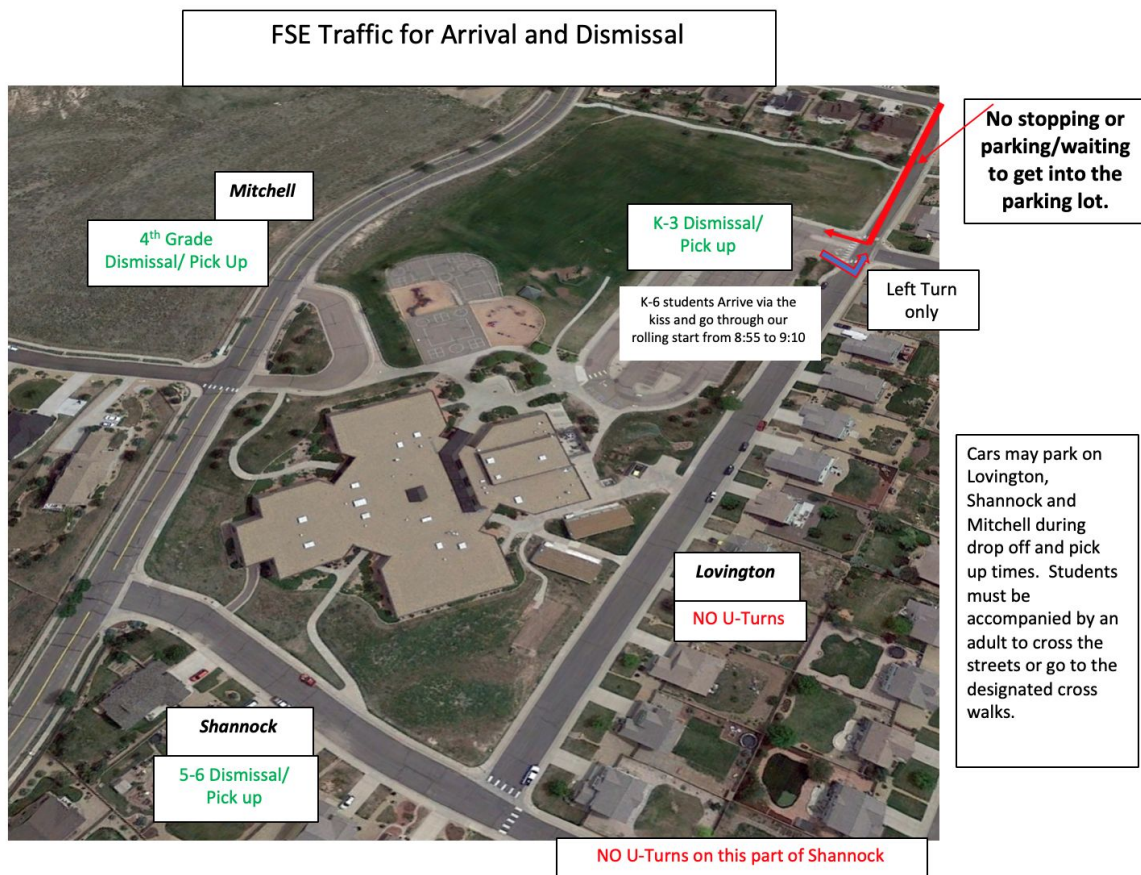
PLEASE DRIVE SLOWLY AND CAUTIOUSLY IN OUR SCHOOL ZONE.

We have been working with the city and CRPD to ensure the safest possible arrival and dismissal procedures for our students. Please see the procedures below:

- There will be NO stopping standing or waiting on Lovington between our entrance and Turnstone. If you are obstructing the flow of traffic entering the parking lot you will be asked to move.
- No U-Turns will be allowed on Lovington or Shannock: Police will be ticketing anyone that is conducting u-turns or obstructing traffic.
- Parents will be asked to **pick up** on different streets depending on the grade of your child. If you have siblings in different grades the older sibling will exit with the younger K-3 sibling out the main entrance.
- Drop off will remain the same. PLEASE do not drop off students at school before 8:55am, as there are no staff on duty prior to this time.
- *During the first week of school parents will be allowed to enter the building (after signing into the office) and walk to the classrooms. After that we are asking parents to not walk their child to class. Please talk with administration if you feel your child cannot enter the building without assistance and we will find a staff person to assist.*
- **Dismissal:** Please read below to find out where to pick up your child after school

We ask for your patience with arrival and dismissal. We have a methodical process to get our students in and out of school as safely and efficiently as possible. Students arrive and depart from school on buses, daycare vans, cars, bikes, and by walking. Modeling rule/law-following, safety, and respect will benefit our children in countless ways!

Please pass this message on to grandparents, babysitters, siblings, etc.



8:55-9:10 K-6 Morning Drop-Off

Buses use the bus loop on the east side of the school. Daycare vans and cars pull into the Kiss 'n Go lanes inside the parking lot to drop off children. The entrance/exit to the parking lot is on Lovington Street. When entering the lot traffic **CANNOT** back up on Lovington between our entrance and Turnstone. You **may not stop** to wait to get into the parking lot. We will be monitoring traffic flow to ensure that it keeps moving. Please note that drivers may not make a left-hand turn out of our parking lot during peak traffic times. All drivers need to **turn right out of the parking lot** towards Shannock.

Walkers and bikers/scooters use the sidewalks. **Anyone on wheels needs to dismount and walk their bikes or scooters when they are on campus.**

We have two lanes for drop off so please make sure if one is backing up that you use the other lane. We need to keep traffic flowing through the lot. Please do NOT park in the drop off lanes. *The Kiss 'n Go lanes are continuously moving lanes of traffic, so no parking is allowed and the driver should stay inside the vehicle.* If you choose, you may park in a legal parking spot and walk your child to the building. We do not allow children to walk through the parking lot unattended.

Our Kiss 'n Go Lane and parking lot are crowded at drop off. Please be aware of a few things that will keep our lines moving, while keeping students safe.

- ★ Please turn off your engine while you are waiting and remain in your vehicle.
- ★ Do not **talk or text on your cell phone** in the Kiss 'n Go lanes. We need your full attention while dropping off and exiting the lane.
- ★ Do not get out to open the car door for your child.
- ★ Pull all the way forward to an open pick up/drop off space.
- ★ Do not block crosswalks.
- ★ **Do not let your child exit your car on the driver's side.**
- ★ Have your child/ren ready to exit your car quickly (coat on, backpack ready, shoes on...)
- ★ If your child is unable to exit your car independently, please park in the parking lot.
- ★ Please wait for crosswalk attendants to acknowledge you before crossing.

Other Drop Off Locations

While we prefer that every family use the Kiss 'N Go Lanes, if you choose to not come in the parking lot and drop off elsewhere please follow the following protocols.

- Please have your children exit the car on the school sidewalk side of Lovington. DO NOT LET THEM EXIT SO THEY HAVE TO CROSS THE STREET.
- MITCHELL BETWEEN THE BUS LOOP AND SHANNOCK IS ANOTHER SPOT THAT STUDENTS CAN BE DROPPED OFF.
- DO NOT MOTION FOR YOUR CHILD TO WALK UNATTENDED ACROSS THE STREET.
- PLEASE DO NOT MAKE A U-TURN ON LOVINGTON ONCE YOUR CHILD HAS BEEN PICKED UP OR DROPPED OFF.
- **Please do not drop off children before 8:55 a.m., as there will be no adult supervision.** As children arrive, they need to directly proceed to their classroom. This is not a time to play.
- Please do not park on Mitchell near the bus loop. It is a safety hazard!

Afternoon Pick-up/Dismissal

CARPOOL/PICK-UP TAGS

New this year, Carpool Tags will be used to identify families to safely release students to appropriate family members for pick up. One carpool tag will be given to each family at the beginning of the year, once a family member's ID has been run through the Raptor System. Tags will have a family number on them. These tags will hang from your rear-view mirror allowing clear visibility for our staff to identify your family number. Students will be released to a car or family member with their matching family Car Tag number. It will be helpful for students to memorize their family number once it is assigned. Please have your family Car Tag hanging visibly from the rear-view mirror of your vehicle so that staff may easily identify

your family number to release your children to you, whether picking up from the Kiss-N-Go lane or one of the other dismissal locations. Car Tags may also be used for identification purposes during emergency dismissal procedures. During emergency dismissal, if parents do not have their Car Tag, they will be asked to enter through the main front door to show ID and sign their child(ren) out with the office.

3:57 K-3 Students are dismissed out the main entrance (4-6 Siblings that walk little ones home will be dismissed out this entrance to meet their siblings at the flagpole)

4:00 4th Grade students are dismissed to the Mitchell exit. Students will exit the Berry Pod door by kindergarten and will wait on the grassy area on Mitchell with their classroom teachers for parents to pick up. Grade 4 parents will pick up on MITCHELL, NOT in our parking lot.

4:00 5-6 Graders are dismissed to the Shannock street exit (the exit to the back of the school) These students will go out with their teachers and wait in the grassy area to be picked up by a parent on SHANNOCK. 5th-6th grade parents are NOT to pick up in the front lot.

Walkers, Bike Riders and Bussers

All walkers, bikers, and students riding school buses leave the building through their grade level assigned door and walk in whatever direction they need to. Bikers will need to pick up their bikes from the bike racks in the front of the school.

Bikers and walkers must cross with a crossing guard. There is a crossing guard on the southeast side of Lovington and one at Lovington and Shannock, and one by the bus loop on Mitchell. We are fortunate to have a crossing guard at Mikelson and Turnstone as well as at Mikelson and Mitchell once again this year.

[Please read through our Rolling Start Procedures on how students should enter the building](#)

Parents please sign and bring to your child's teacher at our August Meet and Greet.

_____ **Parent Signature**