

## 2017-2018 Drop-off & Pick-up Procedures

The staff at Kenneth Davis Elementary is committed to the safety of our students. Therefore, we have established these daily drop-off and pick-up procedures. When everyone follows these established guidelines, the protection of our students is maximized, and our students enter and exit the building in the most efficient manner possible. Thank you for your support and willingness to work together as we all ensure that these daily transitions run safely and smoothly.

<b>Car Rider Procedures</b>	
Drop Off between 7:30 a.m. - 8:00 a.m.	Pick up between 3:30 p.m. - 3:40 p.m.
<p style="text-align: center;"><b>Morning Drop Off</b></p> <ul style="list-style-type: none"> <li>Two lanes will wrap around the building for car riders.</li> <li>All students will exit their cars on the west side of the building by the gym where staff will be available to ensure they get into the building safely.</li> <li>Staff will open car doors for students in the outside lane and help them cross safely.</li> <li>Students in cars closest to the sidewalk will exit the cars independently and enter the building.</li> <li>Pre-K students will be dropped off on the east side the building by the PK hallways in order to maximize the amount of supervision our newest Dolphins receive.</li> </ul>	<p style="text-align: center;"><b>Afternoon Pick up</b></p> <ul style="list-style-type: none"> <li>Two lanes will wrap around the building for car riders.</li> <li>All students will exit the building on the west side of the building by the gym where staff will be available to ensure they get into their cars safely.</li> <li><b>You must have your car tag with you for each student you are picking up.</b> We are committed to making sure that each student goes home with the appropriate individual.</li> <li>Pre-K students who will be picked up at 11:00a.m. will be picked up on the east side of the building by the Pre-K hallways.</li> <li>Pre-K students being picked up at 3:30 will follow the same pickup guidelines as outlined above for K-4.</li> </ul>
<p><b>Please do not park your car in the car rider line and get out to walk your child to the door as this brings the line to a complete stop.</b></p> <p><b>If you do not have your car tag with you when you pick up your child, even if we know who you are, you will be asked to pull around, park, and walk into the office to show your photo id. This helps us ensure that we always and only put students in cars with those designated to pick them up.</b></p> <p><b>Students who are dropped off after 8:00a.m. will need to enter through the main entrance and go through the office for a tardy slip. Our staff must be ready for instruction at 8:00 a.m. and will be unable to stay outside to assist car riders after this.</b></p>	

## Walker Procedures

Arrive at building between 7:30 a.m. - 8:00 a.m.      Release from building at 3:30 p.m..

### Morning Walkers

- All walkers will enter through the main entrance.

### Afternoon Walkers

- Corner walkers will be released at the end of the property by Stetter.
- Crosswalk walkers will walk to the crosswalk with a staff member where they will be released safely across the street.

**Staff members are not on contract until 7:30 a.m. There is no one available to supervise students before 7:30 a.m. The building will not be open until 7:30 a.m.**

### Parent Walk Up Dismissal

**Davis is committed to protecting our students.**

- **Students will be released at the front left of the building (by PreK doors-look for the sign stating "Parent Walk Up).**
- **Parents must have their student tag to pick up their child.**
- **Parents will give their tag to the teacher on duty, and the teacher will release the**
- **student to the parent.**

### FAQ's

- The **entrance in the front of the building** closest to the office must be kept clear for emergency vehicles, buses, day care vans, and other designated transportation vehicles. Please **do not** drop off or pick up students from the front drive/main entrance to the school at **any time** during the school day. If you need to pick up your student during the day, please park in the parking spaces and walk up to the building.
- Students will not be called out of class after 2:50p.m. to maintain dismissal procedures.
- Any changes in transportation parent/guardian must call or email the front office before 2:30p.m. Transportation changes will not be provided based on verbal information from a student.
- **All students must be picked up by 3:45p.m. each day. At 3:45p.m. students will be taken to the office. Parents will need to park, walk up, and show the car tag in order to pick up a student.**