

## Drop Off and Pick Up Information



Because safety is our priority during drop off and dismissal times at the Kindergarten Academy, please follow the procedures below if your child is a car/vehicle rider or a walker. Together, we can keep everyone safe!

### • Drop Off

- Students may be dropped off at school beginning at 7:40 but no later than 7:50. Car/vehicle riders will enter at the Filbert Street parking lot in the loop. Walkers will enter at the area outside the Filbert Street entrance.
  - **Car/Vehicle Riders:** You may pull up into the loop to drop your child off and have your child exit the car on the passenger side by the sidewalk. You will be responsible for unbuckling car seats and ensuring that your child is on the sidewalk. Please do not drop off in the loop in an area that does not have a sidewalk. If there is no sidewalk, wait for the set of cars in front of you at the sidewalk to be completely gone before moving up to unload your child.
  - **Walkers:** If you are coming from Filbert Street, please walk to the entrance on the sidewalk. If you are coming from the Norway Street side of the school, please take the walking path on Norway Street over to the Filbert Street entrance so that your child is not in the bus loop traffic.
- All students need to be in their classrooms ready to learn by 7:55. Staff members will not be supervising the drop off area after 7:50 since they need to attend to their students by 7:55. Anyone arriving after 7:50, will need to take their child to the main entrance on Norway Street, park in the Norway Street parking lot, walk your child into the school and sign in at the office. We appreciate your cooperation with the 7:50 time because we want all students to have a successful start to the day with their classmates.



### • Pick Up

- Walkers will be dismissed before the car/vehicle riders.
  - **Walkers:** We will dismiss students one at a time out the area under the overhang at the Filbert Street entrance. When you see your child, please wave and we will have your child wave back and then unite the two of you. Please safely exit the property either by Filbert Street or the walking path using all sidewalks.
  - **Car/Vehicle Riders:** Your child will be dismissed after the walkers. You will be given a car visor sign at Kindergarten Orientation to put in your car with your child's last name on it. We will dismiss students, 6-8 cars at one time, the ones that are directly lined up with the sidewalk. The staff will get your child to your car, then you will need to buckle him/her into the car seat on the passenger side of the car. If you are waiting in the line and are not yet near the sidewalk, please wait for the staff to signal before pulling your car up. This will allow us to ensure that everyone is safely inside vehicles.

Also, we are a cell phone free car rider zone. We want everyone's attention on the safety of our children. Thank you in advance for your cooperation to ensure the safety of our students!