**Acmetonia Elementary School**

**Student Drop-off & Pick-up Procedures**

**Hybrid Model: On-site Learning**

Please keep in mind that the front of the building is considered a vehicle drop-off and pick-up zone for K-6 students; therefore, vehicles should not park in the lane(s).With the layout of the front parking area and the Vehicle Drop-off/Pick-up circle, the flow of traffic must be monitored consistently. Please adhere to the following tips to ensure that procedures for drop-off and pick-up for students run as smoothly and safely as possible.

 **Acmetonia Elementary School**

 **2020-21 Morning Vehicle Line Drop-off Procedures**

*Some helpful tips that will make drop-off run smoothly.*

* Individuals who are self-quarantining or have been diagnosed with a confirmed or probable case of COVID-19 may not drop off or pick up children from school.
* **Do not** park in front of the building with your child in your vehicle as this prevents the flow of traffic. If you choose to wait with your child in your vehicle, please pull directly into the parking area and re-enter the line of traffic when you’re ready to drop your child off and let them enter the building.
* **Do not** park in the front parking area and walk your child to the front entrance.
* **Do not** park your car in the drop-off zone and walk your child to the front entrance of the school building, as this prevents the flow of traffic. If you choose to walk your child to the front entrance of the building, please pull directly into the parking area.
* Pull up to the cone before stopping to let your child out. This will allow multiple cars to drop off at one time.
* Always have your child exit your vehicle on the sidewalk only. This is the safest way for students to exit and enter the school.
* Ensure that your child is ready to exit the vehicle upon arrival. Do NOT hold up the line by sitting in your car. The longer you sit, the longer those behind you must wait.
* If your child is having trouble leaving the car, please pull around to the parking area and get the attention of one of the teachers on duty.
* **Do not** double park vehicles in the drop-off lane as this creates a dangerous situation for the children who must then cross in front of other cars to enter the building.
* **Do NOT** block cross walks
* **Do NOT** pull around other cars to exit the line.
* **Be aware of School Bus traffic**
* **Do not** block the intersection in the driveway. Allow room for cars behind you to pull up and enter into the drop-off area.
* Remember that your child’s safety is a top priority and the extra time that you may have to wait is definitely worth the safety of our students.

|  |  |  |
| --- | --- | --- |
|  **Staggered Arrival Times for Parent-Student Drop-off:**  |  |  |
| Siblings/Carpools: Grade 2: 8:24 AM 8:00 AM Grade 5: 8:32 AMKDG: 8:08 AM Grade 1: 8:40 AM Grade 6: 8:16 AM  Grade 4: 8:48 AM  Grade 3: 8:55AM |   |  |

 **Acmetonia Elementary School**

 **2020-21 Afternoon Vehicle Line Pick-up Procedures**

 *Some helpful tips that will make pickup run smoothly.*

* + Students who will be regularly and periodically picked up at dismissal must receive a Vehicle Pick-up number. Each family will receive one book bag tag and a Vehicle Pick-up ID Numbers.
	+ Students will only be released to vehicles showing this Vehicle Pick-up ID Number.
	+ Make sure your number is visible, so please place your Vehicle Pick-up ID Number on your rearview mirror or place it between the window slot of the front passenger side window. The sooner we see numbers the quicker we can get students loaded. This will make it more visible and very easy for us to see.
	+ Adults **should not** park and walk over to the dismissal staging area with their ID # for pick-up.
	+ Under the supervision of school staff members, Vehicle Pick-up students will be called by grade-level or sibling dismissal to the front of the school building, near the main office. Please see staggered dismissal times below. Students will listen as car numbers are called. As a child’s number is called he/she waits at the door for the car to arrive in the loading area. Each student who is scheduled to be a car pick-up student will receive a book bag vehicle pick-up ID tag, which will correspond with your vehicle’s Pick-up ID Number. It is important that students learn their carpool number to expedite the dismissal process.
	+ Students who are vehicle pick-up riders at the end of the day will exit out the front doors of the school building.
	+ Vehicles should form a two lane waiting line of traffic within the circle driveway. As vehicles approach the loading zone each car lane will take turns pulling up to the loading zone.
	+ Parents are to remain in the vehicles and keep the line moving. Parent should arrive on campus at their child’s scheduled staggered dismissal time. **DO NOT** block the Business Office crosswalk
	+ As you pull up, the first car should pull up to the orange cone. This will allow us to load approximately five cars at a time. Staff will be on site to assist you, until the procedure is appropriately implemented
	+ Vehicles should always pull as far forward as possible before stopping for loading.
	+ When all cars in the loading zone come to a complete stop, students will be released to be loaded into their appropriate vehicle. Please place your vehicle in **Park**
	+ While your child is walking to your car please do not move up even though the cars in front have moved.
	+ As vehicles move up please move up as well, unless students are walking to or by your vehicle.
	+ If you are planning to pick-up your child and you have not yet been issued a Vehicle Pick-Up ID Number and Vehicle Pick-up Book Bag Tag, please make sure that you plan to visit the school a few days before the day of the pickup to receive the appropriate materials.
	+ Vehicles that enter the loading zone without a Pick-up ID Number will be asked to park in the front parking area of the school and go into the office for appropriate identification verification before a child can be released. Please understand that this situation will delay the vehicle pick-up dismissal process and can be time consuming for you and your child.
	+ If another vehicle will be utilized for pick-up, please make sure your school issued Vehicle Pick-up ID Number is with that different vehicle or ask for an extra Vehicle Pick-up ID Number.
	+ Please remember to send a written note to your child's teacher on days that your child rides home. If you plan on picking up your child all school year, please provide only one note indicating this information.
	+ Please remember to send a written note to your child's teacher on days that your child rides home with anyone other than you or their usual vehicle.

|  |
| --- |
| **Staggered Dismissal Times for Parent-Student Pick-up:** *Please arrive at your designated time* |
| Grade 6 2 :35 PM KDG 3:05 PMGrade 5 2:40 PM Grade 1 3:15 PM Grade 4 2:45 PM  Grade 2 3:25 PM Grade 3 2:55 PM Siblings/Carpools  3:30 PM    |
|  |
|  |

**Thank you for your cooperation!**