

## Student Drop-Off & Pick-Up Guidelines

Updated August 2015

**Welcome!** Our school procedures for morning drop-off and afternoon pick-up have been carefully devised to maximize the safety of our students. In addition, these procedures are intended to keep the traffic flow moving efficiently. By following these rules, we are confident that our students will be safe, school neighbors will be appreciative, and parents will be able to quickly move along with their day.

### Morning Drop-Off Procedures

#### **Kiss N' Catch (Car Riders)**

- Students arriving by car may be dropped off at one of two designated Kiss N' Catch Lanes in front of the school building. The lane used for drop-off is determined by the direction cars are headed on Morton Road:
  - Westbound cars - Kiss N' Catch Lane #1
  - Eastbound cars - Kiss N' Catch Lane #2
- When using the Kiss N' Catch lanes, please pull to the front of the drop-off area so traffic can keep moving. Keep moving forward as cars in front of you leave.
- Students should always exit the car on the passenger side
- To keep traffic moving, have your child ready to get out of the car once you stop. Safety staff will be able to help with car doors when needed.
- Students who are being dropped off at Kiss N' Catch Lane #2 must use the designated crosswalks and wait for the safety staff to signal that it is safe to cross.
- If necessary, you may pull out of the Kiss N' Catch Lane into the passing lane once your student has safely exited the car.
- If the Kiss N' Catch Lane is full, you must either pull into a parking spot or loop around the block. Cars may not stop or idle on Morton Rd. (The Kiss N' Catch Lane is full when cars can no longer pull off of Morton Rd. into the lane.)

**Important Note:** *Cars cannot "park, stand or idle" at anytime during the morning drop off (8:30-9:30am) and afternoon pickup (2:30-4:00pm) on Morton, Marathon and Walker Roads, unless there is a special event. The school will send out an advance notice to parents and neighbors when a special event has been scheduled. The Boulder County Sheriff will ticket cars violating this ordinance.*

#### **Park & Walk**

- Parents may park and walk their child through the parking area to the front of the school.
- Parking spaces for parents are available through either Kiss N' Catch Lane #1 or #2 entrances.
- If the parking lot is full, you must exit the parking lot area and loop around the block. For the safety of students, it is extremely important that you do not drop off students in the parking lot areas.
- To ensure student safety, parents must walk students through the parking lot area to the front of the school using a designated crosswalk. Safety staff will signal when it is safe to cross.

#### **Walkers and Bikers**

- Students walking to school or riding bikes should use the sidewalks and designated crosswalks leading to the front of school. Safety staff will help to guide them when buses are unloading.
- Students must walk their bicycles at all times while on school grounds, on sidewalks surrounding the perimeter of the school, and when crossing any street.
- Bicycles must be parked in our student bike rack on the south side of school next to the Staff Parking Lot.

### **Bus Riders**

- Students unload from buses in the bus zone located on the north side of the school off of Morton Road. Safety staff will help guide them off the buses to the front of school building.

## **Afternoon Pick-Up Procedures**

### **Kiss N' Catch (Car Riders)**

- Parents may choose which of the two Kiss N' Catch Lanes to pick-up their child in the afternoons. Be sure that you and your child know which is the chosen lane and then use that lane consistently every day.
- If you see your child in the "wrong" Kiss N' Catch Lane, you must make the loop around the neighborhood to enter the other lane. Staff will not be able to bring your child to you.

### **Park & Walk**

- Parents may park in the parking lot and pick-up their child outside of school building.
- Please use one of the two crosswalks when crossing the parking lots to reach the school building and to return to your car. Safety staff will let you know when it is safe to cross.
- If the parking lot is full you must exit the school property and loop back around the block.
- Students may not walk through parking lots unaccompanied at anytime.

### **Walkers and Bikers**

- Students who walk or ride bikes home will exit the front or south doors of the school, depending on their grade
- Bikers should not mount their bikes until they reach the other side of the bus loading area.

### **Bus Riders**

- Students who ride buses will exit their classrooms when called and head directly to the gym where they will line up according to their bus number.
- With the help of a Safety Staff, one line at a time will exit through the gym doors on the north side of the building (near the Kindergarten classrooms) and walk to the bus loading area.
- To facilitate a smooth exiting process, parents are asked to clear the sidewalks along the preschool playground in the afternoons.
- Safety staff will help with the bus loading process.

Thank you for keeping our children safe!