



# Drop Off and Pick Up Procedures

## General Policies

For the safety of our students, the school has developed traffic procedures in coordination with local law enforcement and city traffic and engineering experts. Students and families are required to follow the school's traffic plan. In order to protect our students and staff, parents who refuse to follow the school's traffic plan will not be allowed to drive on campus.

1. To maintain a safe and secure campus, our campus has an "outward flow" policy. This means that students are released to their dismissal out rooms and then out of the gates. Campus re-entry is prohibited during this time. Students who are walking or riding their bike home must have a parent letter on file in the office providing permission to walk or ride.
2. Students will not be released to anyone without the correct pick up tag. Requests for additional pick up tags may be made to the office. A single use pick up pass can be provided by the front office if a valid ID is shown. This pick up pass will allow a parent/guardian to pick up if they have forgotten their pick up tag.
3. Pick up tags are to be visible through the front windshield. Cars without visible pick up tags will be directed to park and then the student must be signed out from the office (id is required). It is very important to adhere to the pick up time on your pick up tag. These times are staggered and help with the flow of traffic. Cars trying to pick up before their assigned time will be directed to pull through the parking lot and return at their assigned time.
4. Students are called to the cars by last names based on the pick up tags. The students then report to their dismissal gate. Yellow, Green, and Orange room students dismiss from the East Gate. Blue and Red room students dismiss from the 101 Room Gate. Purple, Pink, and White Room students dismiss from the Middle Gate. The person picking up the student is asked to remain in the car so that the flow of traffic is not interrupted.

Pointe Schools expects that students will be picked up promptly after normal school hours or, if the student remains at school for an additional activity, promptly upon conclusion of such activity. Pointe understands that unforeseen circumstances sometimes warrant a late pick-up and therefore grants a twenty minute grace period. After the grace period, Pointe Schools' personnel will try to contact adults listed on the student's information card and Student Information Change Update Form. If no response is received and the student has not been picked up within thirty minutes of the end of school hours or an activity, the school representative will contact local law enforcement and have the student taken into custody until a parent or guardian can pick the student up.

## Before and After School Child Care Providers

If your child gets dropped off or picked up by a child care provider you must contact the front office and provide permission. Students will be loaded onto after school child care provider transportation (busses/vans) based on the providers schedules unless the school is notified otherwise by a parent/guardian. A staff member will available walk students to and from Valley Child Care but the office must be notified of a schedule.

## Regular Drop Off Procedures

Parents/Guardians dropping off students may pull through the parking lot drive and staff members will assist their students with exiting the vehicle and entering the campus.

## Early Bird Drop Off Procedures

Parents/Guardians dropping off students enrolling in Early Bird must walk them to the Early Bird classrooms (rooms 104 and 105) by entering through the East Gate. Students must be signed in each day and only students signed up may participate. Sign up takes place on Meet the Teacher Day or through the school office.

## Pick Up Procedures

**Route A:** Parents/Guardians picking up students in the Red, Blue, Purple, Pink, and White Rooms.

**Route B:** Parents/Guardians picking up students in the Yellow, Green, and Orange Rooms.

## Release Times

Yellow Room (104) -	3:00 pm
Blue Room (103)-	3:00 pm
Purple Room (201)-	3:05 pm
Green Room (105)-	3:10 pm
Red Room (102)-	3:10 pm
Pink Room (202)-	3:15 pm
Orange Room (106)-	3:20 pm
White Room (203)-	3:25 pm