

## Before & After School Drop Off and Pick Up Procedures

Dear Parents,

The procedures used in previous years for the before and after school drop off and pick up will continue this year. In the past, the before and after school procedures have been very successful due to the cooperation and support by students, parents, and teachers. Everyone is to be commended for their patience in following the procedures and for continuing to be cautious during these very busy times of the school day.

**The procedures for before and after school student drop off and pick up are as follows:**

- ❑ Only the Early Childhood Special Education bus will utilize the front parking lot for drop off and pick up of students. Vehicles with handicapped decals displayed will also be permitted to use the front parking lot. It will be blocked off to all other vehicles before and after school (8:30-9:00 a.m. and 3:00-3:30 p.m.).
- ❑ Safekey and students who eat breakfast will use the **east** multipurpose room doors to enter the building in the morning.
- ❑ The **bus loop at the rear of the school** will be utilized for student drop off and pick up of students before and after school. The loop will be divided into two lanes and will be supervised by staff members before and after school. Both lanes run in the same direction.
- ❑ **DROP OFF AND PICK UP LANE (right hand lane)**-This lane has been developed to make it easier for parents to drop off students in the morning and to pick up students in the afternoon. The lane was more importantly created with the children's safety in mind. If you choose to utilize this pick up and drop off lane **PLEASE STAY IN YOUR VEHICLE. Do not park your car and leave your vehicle to go to the office, to meet with teachers, or to walk your child to the playground or class, or to find your child after school.**
- ❑ **DRIVE THRU LANE (left hand lane)**- The lane is utilized to drive off after the child has been dropped off at the beginning of school, or picked up at the end of school.  
**We have enclosed a BRIGHT ORANGE sign to display in your front passenger side dashboard during pick up in the afternoon to help the process move smoothly.**

*(continued)*

All students will enter and exit the building through the rear of the school. **Please do not drop your child(ren) off or plan to pick them up at the front of the school.** Hillpointe Road is a busy road and can be dangerous for students to cross before or after school.

- Students who walk or ride bikes to school will need to utilize the sidewalks along Hillpointe and Glenside to exit the school area. Students should walk their bikes on school property.
- If parents choose to park and meet their child on the school playground please do not park your car in the drive thru loop or in the front parking lot. The parking lot on Glenside will be accessible to cars during the drop off and pick up times. The front lot on Hillpointe will be blocked off to vehicles other than the Early Childhood bus. Classroom teachers will walk all students to their line up dots on the blacktop. Students not picked up by 3:29 p.m. will be escorted to the front office to maintain safety.
- If you have an older child at Lummis who will be meeting or picking up a kindergarten student, the older sibling will still need to exit the building with his/her class and walk around the exterior of the building to the kindergarten playground area. ALL other siblings will need to pick their brother/sister up on the playground at the back of the school at the end of day. The siblings will not be permitted to walk through the building to get to the playground area.

As many of you are aware the drop off and pick up times at Lummis Elementary are a busy time with many parents driving vehicles, pedestrians walking home, students riding bikes, and busses picking up students. Please help ensure the safety of all students, parents, and staff by adhering to these procedures as well as following posted school zone speed limits.

Thank you for your assistance in this important and successful process.

Sincerely,

Safety Committee  
Mr. Saunders, Principal  
Mrs. Hanna, Assistant Principal



**Child safety is priority number one!**

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