

## Morning Drop off Procedures

**ALL students should be inside the school building by 8:30 a.m. If you are driving and plan to drop your child off at school, you will need to be in the drop off line well before 8:30 a.m. to ensure that your child will be on time in the classroom ready to learn. The students will be directed to follow the sidewalk around the side of the building to the playground in the back. Kindergarten students will be directed to go to their very own playground area outside of their classrooms. The staff and crossing guards assisting outside in the morning will return to the building and close the doors at 8:30 a.m. No students will be permitted to enter through the back doors of the playground after 8:25 a.m.**

- Enter Countryside's driveway and follow the driveway to the front of the school.
- The Parent Drop Off is between the two signs posted in front of the school.
- Please be cautious and drive slowly as our buses drop students off close to the front door and up to the end of the driveway.
- Please pull all the way up to the first Parent Drop Off sign and have your child(ren) EXIT the vehicle door closest to the school.
- If you are the second car, please pull up between the two Parent Drop Off signs and have your child(ren) EXIT the vehicle door closest to the school.
- Please have your child(ren) exit to the right, walk on the sidewalk toward the corner where our crossing guard is located so we can ensure your child's safety.
- In the event of inclement weather, your child(ren) should exit your vehicle and turn to the left, walk on the sidewalk toward the front door of the school. They will be directed inside the building to their designated locations.
- Please DO NOT drop your child(ren) off at the corner of the sidewalk where the crossing guard is located or in any other location that is not marked between the Parent Drop Off signs. ***This is a safety hazard.***
- Please DO NOT pass cars or buses while in the driveway and be mindful of parents/students crossing at the crosswalk in front of the building. There should be **NO** vehicles trying to squeeze by stopped vehicles in the Drop Off Line to exit the driveway. ***This is a major safety concern.***
- The parking lot is for STAFF ONLY. Please DO NOT drive into the parking lot to drop your child off. Once again, this is for their own safety. Staff will be arriving and there will be a great deal of vehicle traffic in the parking lot.

We are requesting that parents **not** get out of their vehicle when the vehicle is in the Drop Off Line. If your child is in a five-point harness, please park and walk your child up to the front of the school. Please cross at the crosswalk so that our staff can assist you.

### **Procedures for Parents Who Are Parking**

Please enter the driveway and follow the Drop Off Line and find a parking spot in the visitor spots along the driveway in front of the school. After exiting your vehicle, please walk to the crosswalk closest to the front door and the staff on duty will assist you in crossing. If there are no spots in the designated areas in front of the school, you will need to park your car on the street and proceed with your child to the crosswalk nearest your vehicle.

### **Parent Pick-Up Procedures at Dismissal**

Parents need to park their cars in the designated spots in front of the school or on the street and buzz in at the main entrance. Please state your name and reason for visit. After being buzzed in, sign your child(ren) out at the table in the Gym door entrance. You will be united with your child(ren) by a staff member. Please exit the building using the front doors to the right in order to make room in the lobby.

### **Some Important Tips About Pick-Up**

- We kindly ask parents to not hold the door for other visitors. Every visitor **MUST** buzz into the school.
- Please do not park in front of our main office entrance or in the driveway if it is not a designated spot. The buses will NOT be able to get through the driveway to pick up our bus students during dismissal.

**Thank you so much for your kind cooperation!**