

DROP OFF/PICK-UP PROCEDURES

At Elementary Building

(West end of Pierce Street Village campus)

To ensure safety for all the children, please read this carefully and be sure to follow all instructions implicitly.

- All drivers dropping off or picking up students must enter the Pierce Street Village parking lot from the far south side, then follow one of the **one-way traffic** paths.
- One traffic path (along east side of building) will be used for the main entrance to the school. It is suggested that carpools with students in grades 4-6 use this entrance and traffic line.
- A second traffic path (along west side of building) will be used for the “back entrance” to the school. It is suggested that carpools with students in grades K-3 use this entrance and traffic line.
- Carpools that have students in both the gr. K-3 group and the gr. 4-6 group should use the west drop-off / pick-up line. Older students will be allowed to meet their carpools after school at the west entrance.
- All traffic must continue in a one-way direction as indicated on map, stopping only to allow children to enter and exit cars.
- Drivers should be extremely cautious and maintain a **slow speed** near the building and in school parking lots.
- Children must enter and exit cars on the right side to avoid walking in between cars.
- When waiting to drop off or pick up students, vehicles should pull as far forward in the line as possible. **Do not allow gaps between cars.**
- **Cars are not to be left unattended while in the drop off-pick up traffic path.** Traffic must flow as quickly and efficiently as possible. Parents desiring to speak with another adult or student should do so by parking their car in the designated parking lot.
- Those desiring to may park in the available parking spaces away from the traffic path. However, students must then be escorted across the parking lot to and from the sidewalk.

See Map below

After School Dismissal and Pick-up Information

August 2009

FRCS elementary has developed dismissal and pick-up procedures to help promote safety and traffic efficiency at our new campus. We must enforce these procedures and we need the patience, consideration and cooperation of each parent and driver.

Every family is issued a name card to place on the passenger side dash board or visor. The driver's last name is printed in large bold letters across the card. Families will receive 2 cards for family members or friends who may also be picking up your child. **The card must be displayed in order to pick up your child, as well as others that may be in your carpool.** This card enables staff members to identify drivers for students and to prepare them for loading. Parents should keep this card in their cars at all times. To ensure that your child is dismissed to the proper car, please make certain that they know the last name of the driver each day.

The first few weeks of school are notorious for traffic jams in the parking lot. Parents should follow the flow of traffic, stay in their cars (if in the pick-up line) and follow the procedures to alleviate many of the headaches and expedite the pick-up traffic. **Please review the green Drop-Off / Pick-Up map and instructions sent home recently. We appreciate parents' cooperation in keeping the well-being of all children foremost in mind.**

At dismissal time, teachers will escort the students to the covered sidewalk areas. **Students in grades K-3 should be picked up on the west side of the building, and students in grades 4-6, on the east side. Parents or carpool drivers picking up students in both gr. K-3 and 4-6 will use the west pick-up line.** Older students will be dismissed to be escorted to the west door to meet their rides. The students will be instructed to sit on the sidewalk (weather permitting) before being dismissed. As a staff member calls the name on each dashboard card, students will be dismissed by car to load the first several cars in line. Those "loaded" cars will then drive away as the pick-up line continues to pull forward for "loading". Parents are asked to assist in keeping students safe by (1) reminding their child of this procedure, and (2) not taking their child from the sidewalk without first telling the teacher.

Parents may opt to park in the parking lot instead and walk across the line of cars to retrieve students from the sidewalk, and then escort them back to the car. **Parents are asked not to distract the teachers' attention from the students by engaging them in lengthy discussion during this busy pick-up time.**

Thank you for your assistance, patience, and courtesy in implementing these pick-up procedures. We expect that this will be a slow process for the first several days, and may take extra time as we all become accustomed to a new method. If you would like to offer assistance during drop-off / pick-up times or ideas for improvements, please let us know!

See Map below

