



## Drop-off Procedures

Drop-off will begin at 8:30am. Please do not drop your child off prior to that time. To drop-off, enter the alley from 1<sup>st</sup> St., drive to the front of the school (grass area with the flagpole), have children exit the car on the passenger side, and exit promptly.

If you wish to walk your child into school, please use the pay parking along the river or the El Cortez lot on 2<sup>nd</sup> St. Please do not park in the school parking lot.

Upon entering the building, scholars will go to the library (limited to the first 15 scholars) or to their literacy class. If a student's literacy teacher is not in the room, the scholar is to go to the open classroom on that floor until 8:50am. At 8:50am, all scholars are to report to their literacy class.

## Pick-up Procedures

Pick-up begins at 2:00pm for 1<sup>st</sup> and 2<sup>nd</sup> and 3:30pm for grades 3<sup>rd</sup> through 8<sup>th</sup>. Please do not begin lining up until that time. To pick-up, enter the alley from 1<sup>st</sup> St., and have your pick-up number prominently displayed. The attendant will radio your number into the school, and scholars with the corresponding number will be released. Please load children into your car quickly, and exit promptly. If you do not arrive to pick-up before 3:50pm, you will need to park and come into the school to pick-up your child. If you cannot arrange pick-up by 3:50pm, please arrange with the before-and-after school program. If you wish to walk up to pick up your child, please use the pay parking along the river or the El Cortez lot on 2<sup>nd</sup> St. Please do not park in the school parking lot.

If you do not have your pick-up pass, you will need to park and come in to pick up your child.

\*Carpools: please display all numbers for children you are picking up or the designated carpool number.

Thank You!