

## STONEGATE STUDENT DROP OFF PROCEDURES

***Students are not permitted on campus until 8:05 a.m. Staff supervision begins at this time.***

### **Option 1: Park and accompany students onto campus**

- Parents are strongly encouraged to find parking on Majesty and/or Honors. Each of them has ample parking on both sides of the street. There are limited spots available in the parking lots.
- Parents may walk their kids to the playground/classrooms and are welcome to wait with them.

### **Option 2: Dropping off in the Loading Zone**

- Be respectful of the “flow” of the loading zone by continuing to pull as far forward as possible.
- Students should have their backpacks close at hand and be ready to exit the vehicle once it has stopped. Students having to retrieve backpacks or other items from the trunk slow the line significantly.
- Be sure that children exit the vehicle from the passenger side (right) only.
- Do not use the through lane to drop off your child as they will be crossing lanes of traffic.
- Have patience and remember that student safety is the highest priority

### **Kindergarten Drop Off**

- Please park on Majesty and not in the small, parking lot by the kindergarten rooms
- All kindergarten students are to be escorted to their classroom lines.
- An adult should remain with each student until the classroom teachers come out to the kindergarten line-up area at the beginning of the school day.
- The kindergarten playground is not available for playtime in the morning or after dismissal.

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## STONEGATE STUDENT PICK UP PROCEDURES

### **Option 1: Park and pick up your child on campus**

- Parents are strongly encouraged to find parking on Majesty or Honors. Each of them has ample parking on both sides of the street. There are limited spots available in the parking lots.
- If parking on Majesty (primary side), you **MUST** park and come onto campus to pick up your child. There is no after school supervision on Majesty.
- Parents may meet their children outside the classroom door.
- Students who are not picked up from outside the classroom doors will be directed to the waiting line at the main parking lot on Honors.
- Primary students not picked up by 2:35 and upper students not picked up by 3:05 will be escorted to the office/oak tree.

**Option 2: Picking up in the Loading Zone**

- The “flow” of the loading zone is vital so you must continue to pull as far forward in the loading zone as possible.
- Be sure that children enter the vehicle from the passenger side (right) only.
- Be mindful when loading student materials by refraining from using the trunk of your car if possible.
- Do not use the “through lane” as a place to stop and pick up your child. Having your child cross through cars that are in the process of moving is highly dangerous.
- If you are parked in the lot or on the street, do not wave your child over to you across the lot or street. Take the time and walk across to him or her and accompany the student to the car.
- Have patience and remember that student safety is the highest priority

**Kindergarten Student Pick Up**

- All Kindergarten classes will be dismissed to the "safety circle" at the end of the day.
- A designated adult must pick up their student at the circle and walk them to their vehicle.
- The kindergarten playground is not available for playtime after Early Bird dismissal.
- Students who are not picked up within ten minutes of their dismissal time will be escorted to the office.

**Parents picking up BOTH Primary and Upper grade students**

- Students must be picked up within 15 minutes after dismissal.
- Primary students must remain with and under the direct supervision of their parents while waiting for upper graders.
- Students may not play on the playground or the play structure. Our upper grades are still in session and many classes teach PE during the afternoon hours. In addition, there are safety, supervision and liability considerations.
- Parents are not permitted to park in the Loading Zone as they wait for their upper grader to be dismissed. We ask that you find parking in one of the parking stalls or on the street.

Please read and share with your child these vital safety rules and procedures so we can assure the safest environment possible. We greatly appreciate your understanding and cooperation with these rules.

Thank you,  
*The Staff of Stonegate Elementary School*

I have read, understand and will comply with the important drop off and pick up safety procedures for Stonegate Elementary School.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please detach and return the bottom section to your classroom teacher.*