

## **Stonegate Student Pick Up Procedures**

**\*\*\*All students must be picked up from school within 15 minutes after dismissal.**

### **Kindergarten Student Pick Up**

- Each kindergarten class has a designated area for dismissal at the end of the day. Please check with your child's teacher for specific dismissal instructions. If students are not picked up within ten minutes of their dismissal time, they will be escorted to the office.

### **Primary (Grades 1-3) Student Pick Up Procedures**

1. Parents desirous of meeting their child and walking them to the car are strongly encouraged to park on Majesty. There is ample parking on both sides of the street. Parking is available in the small parking lot off Majesty - however, spaces are very limited.
2. Upon dismissal, parents may meet their students outside the classroom door.
3. Students who are not picked up from outside the classroom doors will be directed to the waiting line at the main parking lot.
4. Parents who plan to pick up their child from the Waiting Line are to do so by driving through the Loading Zone.
5. Primary students not picked up by 2:35 will be escorted to the office/oak tree.

### **Upper Grade (Grades 4-6) Student Pick Up Procedures**

1. Parents desirous of meeting their child and walking them to the car are strongly encouraged to park on Honors. There is ample parking on both sides of the street. There is also parking available in the main parking lot.
2. Upon dismissal parents may meet their students outside the classroom door.
3. Upper Grade students who are not immediately picked up at the classroom door will be directed to wait for their parents behind the Waiting Line at the Loading Zone or an alternate location pre-arranged with their parents. Teachers under routine circumstances will not escort upper grade students.
4. Parents who plan to pick up their child from the Waiting Line are to do so by driving through the Loading Zone.
5. Upper grade students not picked up by 3:05 will be escorted to the office/oak tree.

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

- After picking up your primary student(s) and waiting for upper grade dismissal, we ask that you wait with your primary children at either our lunch tables or in the playground area in front of the CDC.
- Primary students must remain with and under the direct supervision of their parents and may not play on the playground or the play structure. This rule is in place because of our upper grade PE schedule and also for safety, supervision and liability considerations.
- Students must be picked up within 15 minutes after dismissal. Parents must remain with their primary students and not leave them unsupervised while waiting for upper grade dismissal.
- 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.

### **Important Drop off & Pick Up Point**

**Parents and Students are to refrain from walking through lanes of traffic in the parking lots. It is required and imperative that everyone uses the sidewalks at all times. Given the parking lot configurations, we realize this is sometimes inconvenient. However, safety is our utmost concern. Your cooperation is expected and obligatory. We sincerely thank you for your support.**

## **Stonegate Student Drop Off and Before School Procedures**

**\*\*\* Students are not permitted on campus prior to 8:05 a.m.**

### **Kindergarten Drop Off**

- All kindergarten students are to be escorted to their classroom lines. A designated 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.

### **Parents escorting students onto campus**

- Limited parking is available in all 3 of our school lots. In addition, parents are strongly encouraged to find parking on Majesty and Honors. Each of them has ample parking on both sides of the street.
- Parents may walk their kids to the playground and are welcome to wait with them. Please remember, however, that students are not permitted on campus until 8:05 a.m.

### **Parents dropping off students in the Loading Zone**

- Please pull as far forward in the loading zone as possible.
- Be sure that children exit the vehicle from the passenger side (right) only.
- 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.

### **Playground usage before school**

- Students are permitted to play on the playground between 8:05-8:18 a.m.
- When the 2 minute warning bell rings (8:18) students are to walk to their assigned classroom lines.
- Students will be met at the 8:20 a.m. bell by their teachers.

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