

Central Elementary School Morning Drop-Off Procedures

Students are to be dropped off in the morning at the main entrance. Students may **NOT** be dropped off before 7:20 am in the morning. Students needing to be dropped off before 7:20am must enroll in the morning Latch Key Program. We ask that **all** parents please stay in their cars and use the drop-off lane in the morning. Depending on what time you arrive in the morning, it may take a little time to get to the main door, so please plan your morning accordingly. Students will be marked tardy if they are not in their classroom at 7:50. The parking lot by the gym is staff parking, so please do not pull in that parking lot or on the side street to drop off your child, as it is very unsafe for them to walk through the staff parking lot. Also, the bus lane is **NOT** to be used for dropping children off in the morning. Ms. Elser or an employee will be at the front door helping children out of the car and keeping traffic moving. Please have your child get out on the passenger side of the car. Remember, we have these procedures in place to ensure the safety of all the students.

Afternoon Pick-Up Procedures

Parents are **NOT** permitted to line up in the pick up lane in the front of school until 2:20 pm. If you are arriving before 2:20 pm, you must wait on the north side of the building to permit emergency vehicles and visitors to be able to still pass through. We ask that **all** parents stay in their cars and use the pick-up lane to pick up their child at the end of the day. Please place your name card on the rear view mirror, so we can see the name. This will help things move quicker. We will send the children out to your car as you move to the front of the line. We ask that you do not park across the street or in the staff parking lot and walk up to the door to pick up your child. To speed up traffic it will be a **right turn only** out of the parking lot. We ask that you please be patient as these procedures are in place to ensure the safety of all the children.