

## **DROP OFF AND PICK UP PROCEDURES**

As we begin the 2008-2009 school year, ACES would like to take the time to remind the parents of our morning drop off and afternoon pick up procedures.

We ask for your cooperation in advance so that we could run this operation smoothly and in a timely manner.

Please follow these basic procedure guidelines to help us keep our students safe during high traffic hours for the school.

1. There are **two choices for morning drop off:**
  - a) **You may stay on the right lane of 188<sup>th</sup> Street** following to the loop at the end of the street where you will drop off the student at the front of the **recreational center**. There will be teachers standing by to assist with the drop off.
  - b) **You may stay on the left lane of 188<sup>th</sup> Street** and drop off the student directly at the entrance of the **elementary school** where we ask that you please **pull all the way up to the front of the line to drop off the student**.
2. When using either drop off locations, **please assure yourself that the student exits the vehicle through the right hand side only**. Have the student ready with his/her backpack and lunch bags, etc. on hand (not in the trunk).
3. **The driver should remain in the vehicle**; we have staff readily available to assist the students during the drop off procedures.
4. For safety purposes, **please refrain from using cell phones while in the drop off and pick up locations**. The cell phones create a distraction to drivers which may become the cause of an accident.
5. **PARENTS ARE NOT ALLOWED INSIDE THE SCHOOL DURING DROP OFF AND PICK UP TIMES. IF YOU MUST VISIT THE OFFICE, YOU MUST DO SO AFTER OR BEFORE THESE TIMES.**

### **Dismissal Guidelines for Elementary School students**

1. The elementary K-5 dismisses its students at 3:00 p.m. There will be one line for the pick up of these students which is the right hand lane of 188<sup>th</sup> Street. That line begins at the gate of the recreation center and runs down 188<sup>th</sup> Street only on the right hand lane. The gate will be opened at 3:00 p.m. to begin the dismissal procedure.
  2. Please be sure to display on your front windshield the student identification card which has the student and teacher name. These forms are available at the front desk of the school office.
  3. Drivers are to remain in the vehicles; we have staff readily available to assist the children in entering the appropriate vehicle.
  4. THERE WILL BE ABSOLUTELY NO PARKING OR WALKING UP FOR PICK UPS. THE TEACHERS WILL NOT RELEASE ANY STUDENTS TO PARENTS WHO WALK UP.
  5. THERE WILL BE ABSOLUTELY NO PARKING ON THE STREETS OR SIDEWALKS. VEHICLES WILL BE TICKETED AND TOWED. THIS WILL BE STRICTLY ENFORCED.
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### **Dismissal Guidelines for Middle School students**

Same procedures as above however, the **middle school dismisses its students at 3:30 p.m.**

WE STRONGLY SUGGEST THAT YOU DO NOT ENTER THE LINE UNTIL APPROXIMATELY 3:25 p.m. If your vehicle reaches the beginning of the line and the middle school has not dismissed, you will be sent to the back of the line causing you an unnecessary delay. We have to clear the elementary school vehicles before beginning with the middle school's vehicles.