

K4 – 6th Grade Student Drop-off and Pick-Up Procedures

***Please note that the “NO PARKING” area on 3rd Street will be completely blocked off this year with cones.**

K4 Drop-Off Procedure:

Parents will park in the 3rd Street parking lot in the back of the ECS campus for morning drop-off and afternoon pick-up. Bring your child in the North Entrance of the Administration building and walk them to the “Winnie the Pooh” hallway. There will be a teacher on duty at 7:50 every morning to watch the students until 8:00 am in the duty teacher’s classroom.

K5-6th Grade Drop-Off Procedure:

Please utilize the drive through drop-off for the safety of all our students. There will be two designated points that cars will be directed to beginning at 7:50 so you may drop-off your student for the day. We will have a greeter at each point to help with traffic flow. Please **do not get out of your car** in the drive through lanes as this presents a serious safety problem. We will also have a greeter at the foyer door to direct students to the appropriate duty classroom. Each grade level will wait in a duty room until 8:00 am. At 8:00 am all teachers will pick up their class and take them to their classroom to begin the school day. Not only will this procedure ensure safety for all students, but will enable each teacher to begin the school day on time every morning. Only students will be permitted in the building beginning at 7:50 am.

K4 & K5 Afternoon Pick-Up Procedure:

K4 and K5 will begin dismissal at 3:05 and parents are to pick up children at the doors leading to the “Winnie the Pooh” hallway. We will have a teacher at the doors who will call the students for dismissal. Parents should enter through the Administration building from the 3rd Street parking lot or from the front parking lot. Parents are to go to the teacher on duty and tell their child’s first and last name, family number, and their teacher’s name. The teacher will then call the child and he/she will be released to the parents. Parents will **NOT** be permitted to enter this hallway, as we will close to two hundred students waiting in the hallway.

1st – 6th Grade Pick-Up Procedure:

Once again, we will utilize the drive through system for dismissal so that we can ensure safety and expedite traffic flow. Parents will receive a family number that will be used for pick-up every afternoon. Cars will be directed to one of two points, beginning at 3:20 every afternoon where your child will meet you. We will have a teacher helping students into cars at each point and helping with traffic flow. You must have your family number displayed in the car window in order to go through the drive through lanes, otherwise you will need to park in a parking spot and walk up to pick up your child. Students who are not picked up by 3:40 will be taken to the daycare program.

***The success of these procedures depends solely on each parent choosing to follow them. If one parent chooses not to follow the drop-off or pick-up procedures then he/she creates the potential for serious injury to one or more of our students. Please follow these procedures without exception for the safety of your child and all of our students.**