



## **STUDENT DROP-OFF & PICK-UP PROCEDURES**

### **Diamond Elementary School 2019-2020**

Diamond Elementary Faculty and Staff are excited for a great school year. We need your help to keep the school and your children safe. EVERY child's safety is important to us. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. We ask everyone to correctly follow our pick-up and drop-off procedures. Failure to do so creates chaos, frustration, and unsafe conditions. Each family should discuss how their child will arrive in the mornings and how their child will go home from school.

#### **Supervision Before and After School**

Students have the option to go directly to their classrooms at 7:40 or to eat breakfast in the cafeteria. Please do not allow your child to arrive at school before 7:40 AM. Supervision is not provided before 7:40 AM or after school unless prior arrangements have been made. Students are not allowed to wander the campus and/or wait in front of their classrooms. If your child is a walker, please instruct them to walk home immediately when dismissed from school.

#### **Parent AM Drop-Off Procedures**

*Students are encouraged to ride the bus to school. If you choose to bring your child to school, there is a designated area and procedures that parents must follow for the safety of all students.*

#### **Option 1: Use the Drop-Off Lane (parent stays in the car)**

Parents may drop off students at the designated area on East 4th Street from 7:40 AM to 8:00 AM may go to breakfast in the cafeteria or their classroom. Both of these areas will be supervised. Students are required to enter the building through the front door. At approximately 8:05 AM, students in the cafeteria will be dismissed to walk to their class. If students are not in their classes by 8:10 AM they are considered tardy and will be required to check in the office.

#### **Option 2: Park and Enter**

Parents who are entering the building (volunteering, assisting a child with carrying of projects, needing to visit the nurse, etc) may park in one of the 5 parking spots at the corner of 4th Street or the parking lot north of the gym. All parents and/or guests must enter the front office doors.

#### **NOTE:**

**If your child arrives at school and will be unable to be in their classroom by 8:10 AM, parents MUST walk the child into the building.**

## **PARENT PM PICK-UP PROCEDURES**

*Students are encouraged to ride the bus home from school. If you choose to pick up your child, there is a designated area and procedures that parents must follow for the safety of all students.*

### **Student Pick-Up After School**

Students picked up by parents after school will go through the designated pick-up line. This is located East of the rock building, north of the gym. Parents are required to have a pick-up tag hanging from their mirror to identify students. If a tag is not available, the students must be picked up from the office. Parents will use the student pick-up area if their child is a “pick-up every single day” or if their child is a “pick-up on partial set days of the week”. The children will be released by a staff member without the parent having to come into the building. All students walking home will be released after parent pick-up is clear.

**Directions:** Parents will drive down Bobbi Smith Street and turn right on 4th Street to enter the pick-up line. Once leaving the campus, parents are asked to continue down Bobbi Smith Street when leaving the campus. This will help with the flow of bus traffic.

### **General Precautions**

- Students should enter the car on the passenger side.
- If your pick-up is delayed for any reason, please pull to the designated area to allow for continued traffic flow.
- Be your child’s best example. Please be courteous and follow all safety guidelines at all times.
- No students will be dismissed from the Elementary Office unless they are being picked up from school early or late.
- Dogs are never permitted on the campus or in buildings.

Thank you for continuing support in making Diamond Elementary a safe and productive environment for all.

Thank you,

*Lisa Northup*

Lisa Northup Ed.S.

Diamond Elementary Principal

E-mail: [lnorthup@diamondwildcats.org](mailto:lnorthup@diamondwildcats.org)

Phone: 417-325-5189