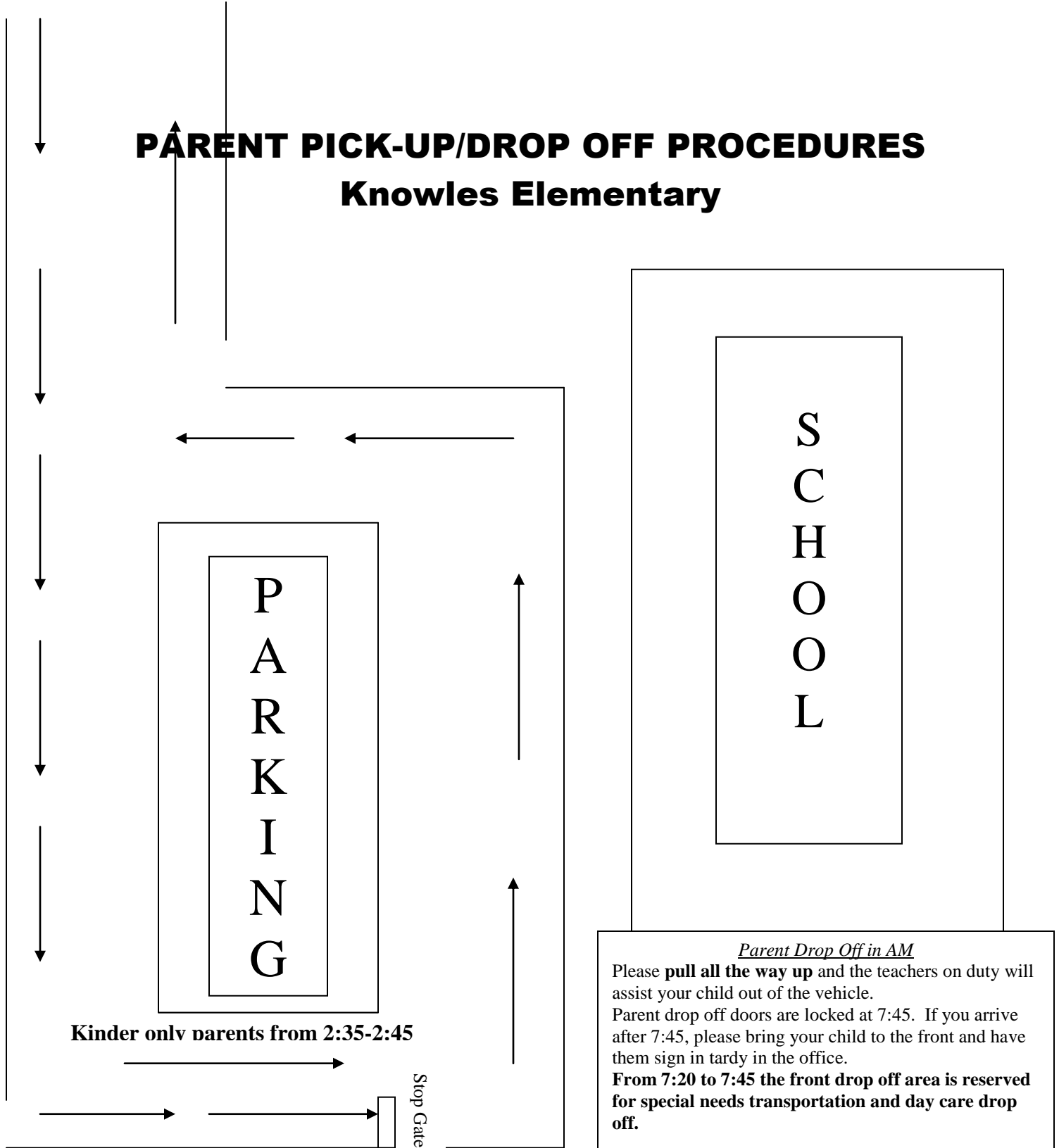


# PARENT PICK-UP/DROP OFF PROCEDURES

## Knowles Elementary



Kinder students are dismissed at 2:35

Parents who **ONLY** have a kinder student to pick up will receive a mirror tag that will allow them to come around the pick-up line from 2:35 to 2:45. Kinder only parents who arrive after 2:45 will have to take their place with all others in line.

At 2:45 the stop gate will be opened and one line will be formed to pull through parent pick-up.

Students who have not been picked up by 3:00 are brought to the office to call home. If you arrive after 3:00 please come to the front.

We ask that you PLEASE help us keep our children safe by adhering to the following:

- **STAY IN YOUR VEHICLE AND WE WILL BRING YOUR CHILD TO THE CAR AND HELP LOAD THEM**
- **PULL ALL THE WAY UP AND YOUR CHILD WILL BE WALKED TO THE CAR** (do not stop in the middle of the lane, blocking other cars from pulling up – this allows us to load a number of kids at once – making your wait time shorter)
- Put a sign in your window with your child/children's names and teachers and Mrs. Gayle will be on duty with a megaphone to help get your children to your car.

We appreciate your patience as we all work to implement a new system to improve our parent pick-up procedures and keep all of our children safe.