

# PARENT PICK-UP AND DROP-OFF PROCEDURES 22-23 SCHOOL YEAR

**All adults on campus who are not school district employees must sign in at the office with state issued identification and wear a visitor or volunteer badge.**

## STUDENT PICK-UP/DROP-OFF AREA

Ensuring the safety and security of all MLE students has been at the heart of all procedures established at Mirror Lakes. We appreciate your support and compliance with the parent pick-up and drop-off procedures.

### Morning Drop-Off

- The back parking lot is not to be used for drop-off. The gates will be closed and locked. Please do **NOT** ask students or employees to open the back door for you. The front entrance is the **ONLY** entrance to be used.
- Students should not be dropped off prior to 7:25 a.m. Any student dropped off prior to 7:25 a.m. will be sent to daycare and a fee will be charged.
- Under NO circumstances should students be dropped off on the street.

### Afternoon Pick-Up

- Parents picking children up for pre-approved medical or emergency reasons during school hours and/or before the dismissal bell are to park in designated visitor spaces and sign children out from the front office.
- Parents picking children up at dismissal are to remain in vehicles and receive their children from personnel in the parent pick-up loop.
- **School Board Policy 4.16- Students will NOT be released from class between 2:10pm – 2:40pm unless the principal determines it is an emergency.**

### Afternoon Parent Pick-Up Procedures

In an effort to make our parent pick-up loop as efficient and smooth as possible, we have two parent pickup loops. Students will be divided by grade levels into 2 pick-up loops. Students in grades K and 1 will be at the front PPU loop. Students in grades Pre-K and 2-5 will be at PPU loop "B" in the staff parking lot by the cafeteria. For families with siblings in different grade levels—those students will be assigned to the youngest sibling's parent pickup loop.

Example: A 5<sup>th</sup>, 3<sup>rd</sup>, and K student from the same family—all will go to PPU loop "A" in the front of the school and sit with the K student.

Two dashboard display cards will be supplied for each family. Students will not be put in a vehicle unless there is a visible dashboard display card. **Parents/guardians without the dashboard display card must park and sign their child(ren) out in the office and must show ID. NO EXCEPTIONS!**

Each card will have the name of the youngest child in a family with the first name of each additional child written below. Please display this card as it will help to expedite our line. A maximum of five (5) cars will be loaded and dismissed simultaneously to ensure safe conditions.

Signs are located on walkway pillars with numbers 1-5. Please make sure parents pull all the way up.

### Rainy Day Procedures

- **Front parent pickup loop**
  - Five cars dismissed at a time so students can remain under the covered roof.
- **Back parent pickup loop**
  - Students will stand in line under the covered walkway until called.