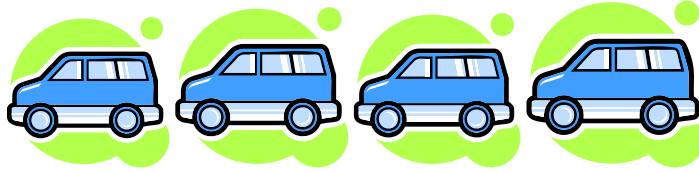


# Evergreen Elementary Parent **DROP OFF/PICK UP** Protocol



## **DROP OFF PROCEEDURES**

1. Please stay in your car and pull forward to the front of the parent pick up/drop off staging area.
2. Please continue staging the line to parent pick up or down the Key Peninsula Highway, but please do not block the driveways. Parents need to be able to enter and exit the parking lot.
3. Help your child quickly exit the car and go into the school through the front door. A staff member will be outside to help and direct kids up until 9 am each morning. If you are dropping your child off after 9 am please park your car and bring them into the building to check them in. This is for your child's safety and for our documentation.
4. **If you need to enter the school, please park your car in the parking lot and come to the front of the building. Do not park in the parent pick up/drop off area.**

## **PICK UP PROCEEDURES**

1. Please stay in your car and pull forward to the front of the parent pick up/drop off staging area.
2. Please continue staging the line to parent pick up or down the Key Peninsula Highway, but please do not block the driveways. Parents need to be able to enter and exit the parking lot.
3. On a large piece of tag-board (provided by the school) write your family name (large) and your child's name/classroom teacher under your family name. Place this on your dash or rubber band it to the visor so the teachers in charge of parent pick up can clearly see the name and the students who you will be picking up. **Materials will be at the school for you to make your tag.** Example:

<p><b>SMITH</b></p> <p>Sally/Miss Reynolds Class 3<sup>rd</sup> gr.</p>
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4. Continue pulling forward. The teacher in charge of parent pick up will excuse your child. Students will need to quickly enter the car.
5. As soon as your child is secure in the car please pull forward and exit the parking lot so other cars can pull forward and pick up their children.
6. **If you need to enter the school, please park your car in the parking lot and come to the front of the building. Do not park in the parent pick up/drop off area.**

This procedure will be new to us at the school also, so please be patient as we work out the kinks. This may take some time to become the norm. We will work hard to make this a smooth transition for everyone. Several staff members will be available for the first week or two as we begin this new procedure.

We have provided a map of the parking lot on the back. Notice the pick up and drop off areas.

Thank in advance for helping make this new procedure successful and safe for everyone.

