

Quail Run Elementary School
Student Drop Off and Dismissal Procedures
March 14, 2008



Morning Student Drop Off:

1. At 8:30 a.m., students are welcome to enter through the front doors of Quail Run Elementary. At that point, they may choose to eat breakfast in the Commons or report to the gymnasium to be supervised until 8:40 a.m. At that point, all students will be dismissed to their classrooms.
2. In a situation where there is inclement weather, the back doors to the school will be open to allow students walking from Woodland or Oak Tree access to the inside of the school as quickly as possible.
3. Parents dropping off in the front of the building should pull forward as directed in order to allow as many vehicles as possible to unload students.
4. **Parents who need to park (kindergarten, returning animals, providing snacks, etc.) may pull around the "horse shoe" drive and park on the curb. Please do not park in the front lot since this requires walking across the street and causes the flow of traffic to stop.**

Afternoon Student Dismissal:

1. All students riding in automobiles and those riding vans and school buses will be dismissed at 3:40 p.m. Staff members will escort students out of the building and supervise them while they wait on the sidewalk for their ride.
2. Based on parent request, students may be picked up at the "front" or Inverness side of the school, or the "back" or Woodland side of the school.
3. Students may NOT cross the street at this time but are free to load vehicles from locations along the school sidewalks.
4. Siblings from different grades may all meet and be picked up in one location.
5. At 3:45 p.m., students who walk home will be dismissed and escorted from the building.
6. If you are parking down a side street and want your child to cross the street, he/she will be considered a "walker" in order to be dismissed at a time when there's help at a crosswalk.

In order to expedite the drop off and dismissal procedures, remember that:

- a. When you arrive at the school driveway, please pull all the way forward to the first empty spot.
- b. Drivers on the Woodland circle should NOT park in the drive and block the flow of traffic.
- c. Taking turns is important. Please do not pass cars waiting in line and "cut" in front of other parents.

WE APPRECIATE YOUR SUPPORT IN KEEPING QUAIL RUN STUDENTS SAFE!