

## PM Parent Pickup/Dismissal Procedures Update

When arriving in the afternoon for pickup, please display your car number so it can be easily read by the staff members on duty. This will allow us to match students to parents. If a family member or someone else is picking up your child(ren), please give them your tags to use that day or ask them to display the number on their dashboard. **Please call the office ahead of time to make sure that person is on the accepted pickup list.** In the absence of a car number on display, the car will have to be parked and an ID must be presented.

- Only Pre K Jr and PreK (4's) and siblings can be dismissed as "walkers" from the main building.
- Parents may not enter the car line until 2:30 p.m.
- We will try a staggered dismissal:
  - Little building Pre-K (infants, toddlers and Little Crusaders): dismissal begins at 2:45 p.m.
  - Middle school dismissal begins at 2:50 p.m.
  - K-5 dismissal begins at 2:55 p.m.
- Car lines are numbered according to the picture below
  - Lines 1, 2 - Little building pre-K parents only
  - Lines 3, 4 - Middle school parents only
  - Other lines- K-5 parents

**STOP and GO** - Cars in lines 3 and 4 will stop for middle-schoolers to load and go, and repeat.

**Students will be loaded at two locations simultaneously:** Middle school students will be loaded behind the Lil PreK building, facing the car line, and K-5 students at the circle behind the main building.

- Parents will enter the school parking lot according to the order above, and follow the car line to the stop sign. A staff member will be on duty reading car tag numbers.
- **Parents picking up ONLY little building Pre-K students or ONLY middle school students in the car line may turn left after exiting at the gate, unless siblings must be picked up, then you may turn right and proceed to the back circle.**
- As the staff member reads your number in the main lot, your child in the main building will be dismissed to the parent pickup circle. An adult on duty will ensure that your child is safely loaded into your vehicle. Middle school students will look for

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their cars in the line and a staff member will signal them to load while holding up a stop sign.

- If the person picking up your child does not have the appropriate number displayed, the staff member on duty will ask for a photo ID to verify permission to pick up your child(ren). This may cause a delay with our parent pickup procedure, so please make every effort to have the number used on a daily basis.
- If your child is not available for pickup yet, you will be asked to park your car in one of our red-lined spots until your child is out and vehicles are not moving. A staff member will bring your child to you.
- Once your child enters your car, you should remain in line to exit the parking lot. For the safety of all students, staff and families, **you should not cut through the parking lots to exit at any point.**
- Cars leaving the pickup circle behind the main building should **turn right** only, to avoid slowing down the carline.

If you are in need of a new car tag, please contact Meg Partington in the office ([mpartington@sjswv.org](mailto:mpartington@sjswv.org)).

If you have any questions concerning these procedures, please feel free to contact our administration. Thank you for your cooperation!

\*\*\*See pictures below\*\*\*



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#5  
K-5

#6  
K-5

#7  
K-5

#8  
K-5

#9  
K-5