

LES 2023-24
Pick-Up & Drop-Off Procedures

Morning

Walkers:

All students walking must enter through the gym doors in the back of the building. There will be staff members present there to greet your student. Walkers will be allowed entry into the building at 8:15 AM.

Car Riders:

All car riders must enter through the gym doors in the back of the building. There will be staff members present there to greet your student. Car riders will be allowed entry into the building at 8:15 AM. As you pull into the backlot, each vehicle will proceed to the right circling around to the drop-off area. In order to allow all of our students to be released safely from their vehicles, we ask you to pull up to the big "parent drop-off" sandwich board sign and orange cone that will be located up close to the bushes on the northwest side of the building. Each vehicle, thereafter, can pull up behind, as close as possible to allow your student to get out safely. The last vehicle to let their student(s) out should be right after the driveway entrance by the green & white signs and orange cone. This small zone can fit 5 vehicles that will allow students to safely be released from their vehicles. Any vehicles outside of that unloading zone should keep their students inside until the vehicles before you have unloaded and pulled off.

When waiting in line for drop-off, do not block the entry way/exit for the front parking lot. If there is not enough space for the buses to exit when they are leaving out it causes a major jam right there. There is a yellow line and sign that says "No Parking Past this Point." **Parents, we request that you do not park in the parking spaces in the back to release your students to walk over to the back doors. This causes an unnecessary risk of the students' safety. If you have to park for last minute instructions or conversation with your student, we ask that you get back in line in order to release them safely with our staff members that are out there assisting.**

Bus Riders:

Only buses will be allowed into the front parking lot. Those students will be released off of the buses beginning at 7:30 to enter into the front doors of the building. Those students will proceed to the gym to sit in their designated classroom line.

Afternoon

Walkers:

There will be a staff member that will escort walking students out of the kindergarten wing exit to the crosswalk. This will ensure that all students are safely crossed at that walkway at the northern side of the building. Walkers will not be released from the back doors.

Car Riders:

All car riders will exit out of the gym doors in the back of the building. There will be staff members present assisting with this process. As you pull into the backlot, each vehicle will proceed to the right circling around to the pick-up area. In order to allow all of our students to be

safely loaded into their vehicles, we ask you to pull up to the big “parent drop-off” sandwich board sign and orange cone that will be located up close to the bushes on the northwest side of the building. Each vehicle, thereafter, can pull up behind, as close as possible to allow your student to get in safely. The last vehicle to load their student(s) should be right after the driveway entrance by the green & white signs and orange cone. This small zone will fit 5 vehicles. That will allow students to safely get into their vehicles. All vehicles outside of that loading zone should pull forward once the vehicles before you have loaded and pulled off.

We will provide families that will pick-up their students on a consistent basis with car-tags with your students/family name on them. We will gather that information from families and distribute the car-tags by the end of the first week. We ask that you display the signs in a visible area so that when your vehicle pulls up, a staff member can retrieve your student(s) from the gym where they’ll be waiting in their respective lines.

As a reminder, when waiting in line for pick-up, don’t block the entry way/exit for the front parking lot. If there is not enough space for the buses to exit when they are leaving out it causes a major jam right there. There is a yellow line and sign that says “No Parking Past this Point.”

Parents, we request that you do not park in the parking spaces in the back, then get out to walk up to pick-up your student(s) at the back doors. Your student will be considered a “walker” and will be released after the final vehicle in line has exited the loading zone.

Know that the safety of all of our students and all of my staff members is my number one priority. If you have any questions or concerns in regards to these procedures and expectations, don't hesitate to communicate with me.

Thank you for understanding and flexibility as we begin this 2023-24 school year. This is going to be a fantastic year!

Jasen Foster
Principal
Lebanon Elementary School