

ELC Drop-Off and Pick-Up Procedure

Student Drop-Off

- Students may be dropped off during the following times:
 - **9:15-9:25 AM for morning session**
 - **1:00-1:10 PM for the afternoon session**
 - *If you arrive later than 9:25 AM for the morning session or 1:10 PM for the afternoon session, please park your car and bring your child to the office window.*

Student Drop-Off Line for Vehicles

- We have a new designated drop-off area for vehicles.
- Vehicles should pull as far forward as you can in the drop-off area without going around other stopped cars.
- Once in the designated drop off area, please place your car in park, exit your vehicle, and unbuckle your child. Please wait at your vehicle with your child until a staff member comes to take your child to their line.
- Never leave your vehicle unattended in the drop-off lane.
- Once your child has been taken to their line, please stay in the drop-off line until the car in front of you has pulled forward-- do not go around parked vehicles.

Student Drop-Off for Walkers

- If you prefer, you can park on the street and walk your child in.
- **IMPORTANT:** DO NOT walk through the exit gate/drop-off area. Please ONLY enter through the designated Walker's Gate, use the crosswalk to cross the parking lot, remain on the sidewalks, and exit using the Walkers Gate. This is a safety issue--thank you for your cooperation.

Student Pick-Up

- Students must be picked up during the following times:
 - **11:50 AM-12:00 PM for the morning session**
 - **3:35-3:45 PM for the afternoon session**
 - *If you arrive later than 12:00 PM for the morning session or 3:45 for the afternoon session, please park your car and go to the office window to sign your child out.*

Student Pick-Up Line for Vehicles

- The pick-up line will operate in the same designated area and flow as drop-off.
- Please pull your vehicle as far forward as possible without going around other parked vehicles.
- Once you're in the designated pick-up area, please place your car in park and wait at your vehicle for a staff member to bring your child to you.
- Please do not leave your vehicle unattended.
- Once your child is brought to you, it is your responsibility to ensure your child is safely buckled into their carseat.
- Once your child has been buckled into their carseat, please stay in the pick-up line until the car in front of you has pulled forward-- do not go around parked vehicles.

Student Pick-Up for Walkers

- If you prefer, you may park on the street and walk in to pick up your child.
- **IMPORTANT:** DO NOT walk through the exit gate/drop-off area. Please ONLY enter through the designated Walker's Gate, use the crosswalk to cross the parking lot, remain on the sidewalks, and exit through the Walker's Gate. This is a safety issue--thank you for your cooperation.

Important Information Regarding Drop-Off and Pick-Up:

Please do not block the front parking lot or try to cut ahead of other drivers. The goal of our policy is to make our drop-off and pick-up process as safe and efficient as possible for all students and families. Contrary to popular belief, single file lines are the most expedient for all.

- Changes in students' after school transportation should be communicated to your child's classroom teacher as soon as possible.
- Ideally, this information should be communicated to your child's classroom teacher on or before the morning of the day of the transportation change. However, we do acknowledge that emergency situations arise, resulting in last minute changes in transportation.
- If an emergency/last minute change in transportation is necessary, parents should make every effort to notify the office ASAP via phone at (360) 965-3303.

*Please note that in Washington State, it is illegal for drivers to use a cell phone while driving.

Thank you for your assistance in keeping our students safe!