



SOUTH SCHOOL

Before & After School Drop Off/Pick Up Procedures

Having your child follow the same pick up and drop off schedule each day is very helpful. **If your child needs to change their pick up/drop off/bus plan PLEASE contact the office BEFORE 2:00pm in order to give us time to get the message to the student.** The office number is 217-826-5411.

NORTH DOOR PROCEDURES

In order to keep our children safe during the drop off and pick up process at the North doors, there are some procedures to follow that help streamline this process. We appreciate your help in continuing to keep our students safe.

MORNING DROP OFF (Enter off of Michigan)

- Drop off begins at 7:45 am. Please do not come before this time. The doors are locked and students will be unsupervised. Our Building opens at 7:45am.
- Pull your vehicle forward to the 1, 2, 3, or 4 drop off points.
- Please have the child exit on the left side of the vehicle. This keeps them out of the road and right onto the sidewalk.
- Staff members will be there to open the vehicle doors and assist the children out onto the sidewalk.
- In order to keep things moving, we ask that all hugs and goodbyes be said before you get to the drop off point.
- Cell phone use and smoking or vaping is prohibited by law in the drop off zone.

AFTERNOON PICK UP (ENTER OFF OF MICHIGAN)

- Pick up will begin at 2:50pm for South School students.
- If you are picking up students coming from the North Shuttle, please wait until 2:55pm. This will help with traffic.
- Drivers will remain in their vehicle and students will be dismissed by an adult from South School.

The office will share with you hang tags for your vehicles with the student's last name on them. Please try to have these in place as it helps speed up the pickup process.

SOUTH DOOR PROCEDURES

If you want to avoid the drop off line, you may choose to drop off and pick up your child at the South door entrance.

SOUTH DOOR DROP OFF

- Students can be dropped off at the South doors in the half circle drive off of Elm Street. Students may walk through the playground and enter there.

SOUTH DOOR DROP OFF

- Students can be picked up at the South doors after school and parents can park on the circle drive and Elm Street and walk up to get them. They are released to the adult by the South School staff member.

OFFICE DOORS

We ask that K-2 students NOT be dropped off at the Office entrance. This is where our buses and preschoolers enter the building each day. Please only use this entrance if you are bringing a child to school that is late or signing them out early. This keeps traffic away from the children, and helps to keep everyone safe. Thank you for your help with our pick up drop off.

If you have any questions, please contact the office at 217-826-5411.