

# Student Drop Off/Pick Up Procedures

## Morning Drop-Off

Students are not allowed on campus before 7:05. To ensure the safety of students, only allow your child to exit the car from the line immediately next to the curb. You may also park in the parking lot and use the crosswalk to escort your child to the sidewalk. Thank for you helping us guarantee the safety of every single child who comes to Paloma.

## Afternoon Pick-up

Students are organized by grade level and waiting under the blue awnings. If you have more than one child at Paloma, your children will be waiting in the youngest sibling's grade level area. Please see the map below for clarification. Cars will enter the coned 6 car loading area in a group and will not be allowed to pull forward to a holding area. There could be times when the driver is asked to pull around again.

Student identification name cards will be provided for vehicles. Please write grade level and student's first and last name in bold print. Place this card on the passenger side of the dash board so that it is visible to staff members. This will help us to be efficient in loading students quickly and safely. If you do not have a name card, please stop by the office.

Please make note of the traffic flow/directions in the parking lot by reviewing the map below.

## How can you help?

- Please, do not use cell phones during drop off/pick up.
- Follow the directions of our dedicated staff members on duty.
- Talk to your child about the procedure and help them understand how they can help the process run smoothly. Students will have much of the responsibility in watching for their cars.

