



Liberty Arrival & Dismissal Procedures for Parents/Families-2016

- Student safety is our most important focus.
- We ask that everyone practice patience during drop off and pick up time.
- **Students are never to walk out into the parking lot unattended (not with an adult).**
- Arrival
 - Pull into the lot and swing around toward the front doors. Pull into the right lane and drop students off at the curb.
 - Students will enter the building in the front doors or walk around to the breakfast line in the back of the building. If you need to come into the building for any reason, please park in the lot and cross at the cross walk.
 - Drop off is between 8:30–8:40. Breakfast drop off is 8:05–8:30.
- Dismissal
 - Kindergarten dismisses from the fenced area at 2:55. Please use the cross walk. This is a teaching opportunity on safety for your child.
 - All other students dismiss out the front door at 3:00.
 - Pull into the lot and get into the pick-up lane (right lane). Students will not be allowed to be picked up in the left lane (extremely dangerous).
 - Pull all the way up to the cross walk and staff will help to load students into the vehicles to save time.
 - If you need to engage in conversation with a staff member, please park and walk up to the building.
 - Students walking home will be encouraged to begin their walk immediately upon exiting the building.
 - Students being picked up will be directed to wait in the student pick up area.
 - We would like to encourage you to pick up your children in the pick-up line (remain in your car). When parents park and get out to get their students, we are holding up the cross walk and slowing down the flow of cars for pick up.
 - Any student pickup after 3:10 will be in the office. All students not picked up by 3:10 will be taken to the office to begin calling home.

It is important that we keep pick-up moving quickly, yet safely. Please follow the procedures and listen carefully to the directives of the adults working to keep all of our students safe. Thank you for taking the time to review these procedures!