



# Morning Parent Drop-Off at Heights Elementary

**Panther Safety**

August 2017

The morning drop off continues to be a challenge as our school enrollment continues to grow. We monitor the situation each day and are always looking for ways to improve the traffic flow. Please keep in mind, **traffic will always be heavy** due to the single entry for cars *and* buses along with the large number of families using their personal vehicles for school transportation. **We thank you in advance for your patience and cooperation.**

As you enter campus, merge one at a time until you come to the 3-way stop. Before 7:30 a.m., you must turn left at the stop sign and join the flow of traffic toward the front doors of the school. At 7:30 a.m. please follow the directions which are posted on the pictured sign. You will have two options: To continue straight on the bus ramp drop-off area where you *must* exit onto Gladiolus Drive (no parking,) or turn left to front drop area or parking lot. If you choose the **front door drop-off or parking area, you *must* exit campus on to School Street.** This plan allows for two separate continuous flow patterns during morning drop-off.



## Helpful Reminders for a smooth student drop off:

- Many students are arriving very early for school. **Morning supervision is not provided until 7:25 a.m.**
- The cafeteria is open for breakfast from 7:25 to 7:45 a.m. If students plan to eat breakfast at school, their arrival should allow time to finish eating prior to 7:45 a.m..
- **School buses have priority on the bus ramp at all times. The same rules apply as if you were coming upon a bus on the road. Passing a bus that is loading or unloading students on the bus ramp is prohibited and against the law.**
- **Students should be ready to exit the vehicle once you reach the drop off area.** Have your student practice at home exiting the vehicle, unbuckling themselves, collecting their backpack and lunchbox, etc.
- **Students must exit from the passenger side of the car only.** Exiting from the driver side or back of the car creates a safety concern. If your child is not ready to exit the vehicle, please park your vehicle in the parking lot and walk your child to the building. This will allow the drop-off line to continuously flow.
- **Parents, please remain in your vehicle.** If you need to park, please proceed to the parking lot.
- Leaving cars unattended in the pick-up/drop off lane is prohibited.
- If you are parking and entering the building, park your vehicle in the parking lot and cross only at a crosswalk.
- **Please do not pass other vehicles in the rotation as this can create an unsafe situation.**
- **Students must be dropped off using one of the supervised Heights' drop-off lines and not on School St.**
- Operating a cell phone while driving a vehicle on school campus is extremely dangerous. Refrain from operating or talking on a cell phone while driving on school campus.
- Please be courteous to other drivers – we are all part of the Heights team.
- **Together, we will make Panther Safety** a priority.

# Afternoon Pickup at Heights Elementary



**Panther Safety**

Every day between 2:00-2:30 p.m., we move over 1100 children through our hallways to the bus ramp, parent pick-up, after school program, and out to the campus exits. All Heights staff collaborates on this effort to ensure each child gets safely to the correct place. With this much organization and congestion, it is important that all parents who pick up students go through the parent pick-up line. **Please do not wait by the front doors or sign your child out early.**

## **Parent Pick-Up Procedures**

- **Parents are prohibited from arriving before 1:30 p.m. for the afternoon pickup line.**
- **As you enter campus, merge one at a time until you come to the 3-way stop. The speed limit on campus is 5 MPH.**
- **Until the school buses leave the bus ramp, the front door pick-up line must be used. After school buses leave the ramp, you may use either parent pick-up lane or as directed by a staff member.**
- **Remain in and with your vehicle at all times.**
- **A pick-up tag is required. Please ensure your child's name and grade is written in large, bold letters on the pick-up tag provided by the school. If there is no pick-up tag, you will be directed to the parking lot so that you may park and go into the building to show identification. Thank you for your patience as we make Panther Safety a priority.**
- **Proceed forward to the furthest cone or area on the bus ramp that you can. Your student will be escorted by a Heights staff member to the cone or your vehicle**

## **Helpful Reminders for picking your student up in the afternoon:**

- **Students must be picked up from one of the pick-up lanes. Please do not ask your child to meet you on School Street to avoid the pick-up lines. Picking students up on School Street may create an unsafe situation for students.**
- **Have your child practice buckling themselves. If you would like to check their seat belt please pull forward to one of the grass areas to help with the flow of travel.**
- **Be in the pickup line by 2:30 p.m.**
- **If you need to speak to a teacher, please call to set up a conference.**
- **If you need to make a change to the student's after school arrangements, please notify the office the day before or by 1:00 p.m. the day of the change. Please note that all changes to a way a student goes home must be in writing.**
- **Operating a cell phone while driving a vehicle on school campus is extremely dangerous. Refrain from operating or talking on a cell phone while driving on school campus.**

**Your commitment to your child, everyone's safety, and to our school makes such a huge positive difference, and we are grateful for it!**