

# Oconto Falls Elementary School – End of Day Procedures 2019-2020

## Student Pick Up Procedures

**When picking up your child during the school day – BEFORE 3:05 p.m. – please do the following:**

- Park in visitor parking (or the staff lot)
- Enter through the main entrance (use intercom)
- Show photo ID
- Sign your child out
- If you would like your child waiting in the office, please make sure to call the office or send a note with your child.

**When picking up your child at the end of the school day – AFTER 3:05 p.m. – please do the following:**

- Whenever possible, please send a written note with your child stating that you will be picking up after school.
- If a phone call is used to communicate a pick up request, we ask that you make the call **no later than 2:15 p.m.**
  - Obviously emergencies may occasionally come up that will require a call past 2:15 p.m. - we understand that. However, we ask that these be minimized. Thank you!
- Email is not the most reliable way to communicate pickup requests and should be avoided.
- If we do not receive communication from you, your child will be placed on the bus.
- Drive around to the rear of school (playground). Park in center of the lot.
- Enter through the center cafeteria doors.
- Show your photo ID when your child arrives. This will be matched up with your child's pick up pass.
- Be sure to exit the playground to the left, as traffic flows one way.

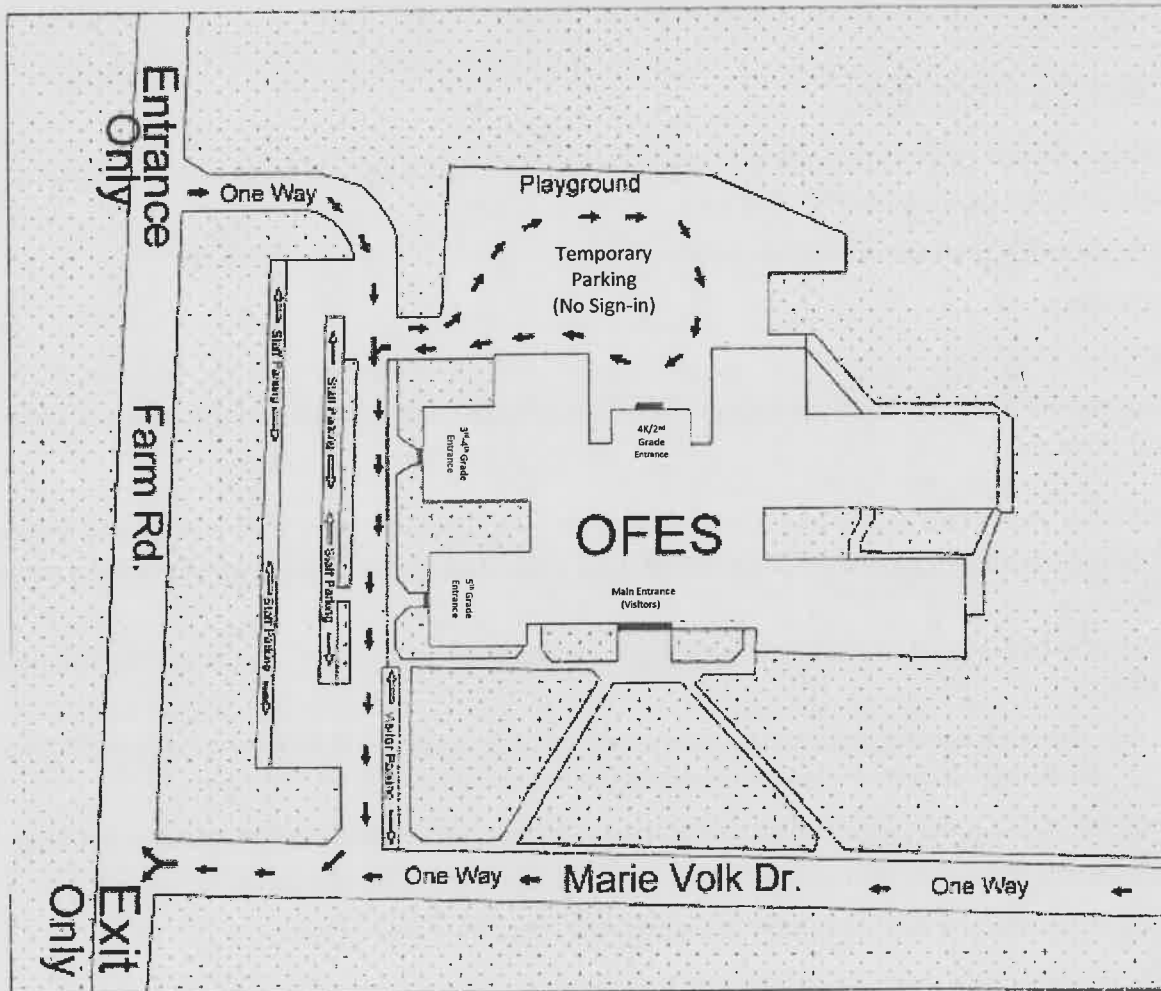
***Important Reminder: Please do not attempt to pick up children from the front of school as they walk to the buses OR approach the buses yourself to take children off. In order to insure safety and accountability, all student pickups must be communicated through the office. Thank you!***

## Walking and Biking to School

**If students will be walking or biking to or from school, we ask the following:**

- Please send a note with your child giving permission to walk or bike to/from school. If this is a regular request, we will then create a special backpack tag for your child (similar to a bus tag).
- Walkers and bikers will report to the lobby at 3:15 p.m. They will wait there until 3:20 p.m. when the busses pull out.
- Walker and bikers should **always enter and exit the property from the south – along Maria Volk Drive – where there is a sidewalk.** They should never walk up or down the hill (the vehicle entrance), where there is no sidewalk.
  - Bikers should walk their bikes when on school property.

# Oconto Falls Elementary School - Morning Drop Off Procedures 2019-2020



Incoming vehicles must enter the school grounds from the north (on hill) and exit to the south (Maria Volk Drive). This traffic pattern applies at all times of the day when entering and leaving the school.

The following procedures will be in effect between 7:50-8:05 a.m. each day:

### 4K through 2<sup>nd</sup> grade students

1. Enter through the cafeteria doors in the rear of the school. Follow the arrows on the playground to avoid the steeper slope of the middle.
2. A staff member will be stationed outside the cafeteria entrance. **Do not drop off students in the rear of school before 7:50 a.m. or after 8:05 a.m. when there is not a supervisor present.**
3. **Wait until you approach the cafeteria doors** before dropping off children. Be aware of other vehicles/children.
4. If you would like to sign into the building, **park in the visitor parking in the front of school** and enter through the main entrance (no signs-ins through cafeteria).

### 3<sup>rd</sup> through 5<sup>th</sup> grade students

1. **The drop off zone is between the 4<sup>th</sup> and 5<sup>th</sup> grade entrances.** This is a quick drop off area – 30 seconds or less (use visitor parking if you need to sign in).
2. **Always pull alongside the curb to the left when dropping off students (never drop off from right lane).**
3. Pull up as far as possible in the zone when dropping off so that traffic does not back up.
4. 4<sup>th</sup> and 5<sup>th</sup> grade students enter through their respective entrance doors (3<sup>rd</sup> grade may enter through either of these entrances).

**Parking/signing in:** Please make sure to only use designated areas for parking (visitor spaces or staff lot). Thank you for helping us keep the traffic flow organized and safe!