



Drop Off and Pick Up Procedures for 2016-17 Riverview, Lakeview and Valleyview

Riverview School

Morning Drop Off for Students

Parents may drop off the students in the **NORTH** parking lot beginning at 8:15am. **We will not have supervision for students who arrive early so please do not drop them off earlier.** Parents may drive up to the sidewalk of the North lot and let the child out of the car or they may park and walk the child to door #21 beginning at 8:15am. Please pull up your car all way up to the end of the curb to allow cars to line up behind you. Also please do not pull out in front of other cars, wait for the cars in front of you to exit as this may create a dangerous situation. A teacher or aide will be assigned to the door until **8:30am**. **After that time, your child** should enter the front door and proceed to the office for a **late pass**.

Only school buses and staff members will enter the main parking lot during morning entry 8:15am – 8:35am and afternoon dismissal 3:10pm – 3:33pm.

Pick Up Afterschool

Before dismissal at 3:33pm, students who are being picked up will assemble in the gymnasium. Once staff members assigned to this area take attendance, they will walk the students outside to the parking lot by the basketball courts. Please enter by the playground at Gardner Field, park along the gate and wait for staff. Parents are to stay in their cars and students will be brought to their parent's car. The students will be dismissed at 3:33pm.

Any change in dismissal must be provided in a written note to the school that day.

Students must be in school by 8:40am. School begins at 8:40am and dismissal occurs at 3:33pm. All students entering school after 8:45 am will be considered tardy. If you are transporting your child, he/she should be in school by 8:30am. If you have an emergency or special appointment that will cause your child to be delayed, please notify the school nurse and bring your student to the main entrance for admission and a late pass. School hours are available on our website. **Early dismissals are for emergencies only.** A full day's attendance (minimum of 4 hours) in school is required for all children by state statute.

Lakeview School

Parent Drop off

- Again this year, we will utilize a drop off procedure in an effort to provide a higher level of efficiency during morning arrival time. As you pull into the parking area, follow the cone path adjacent to the sidewalk pulling as far forward as possible.
 - Once at a complete stop, your children will depart the car on the passenger side. **No child will be allowed to exit the driver side and the child must be prepared to depart the car.** (Shoes, backpacks, and coats need to be on so the child can exit once the car has come to a complete stop.)

- There will be staff there to **guide** and **support** the children as they leave the vehicle. It is essential that there is mutual respect maintained between all parties
 - **If your student has an injury or there are special circumstances, please contact the school nurse.** Special arrangements will be made to accommodate your student.
 - Please know that the morning drop off procedure **starts at 7:45 am and ends at 8:05 am.** After 8:05 am, you must park your car and walk your child in to school. Please know that it is for your child's safety that we ask you to escort your child through the parking lot to the Main Office.
- Only students may enter school through the kindergarten doors adjacent to the parking lot. All visitors **MUST** enter through the main doors. No exceptions will be made. Any students who arrive at 8:10 or later will be marked tardy. Students arriving tardy must be accompanied by an adult. Parents must park their car and walk their child to the Main Office to be signed in.
 - Supervision is available as of 7:45 am. Please do not bring your child to school prior to that time as there is no supervision available.

Parent Pick Up

- If your student is not taking the bus home or you are picking him/her up early from school, please send a note to his/her teacher. We cannot accept phone calls or emails. There is a form for your convenience on the Lakeview website under quick tabs>forms to make the process more streamlined for you. Leaving a message on voicemail or writing an email does not ensure that the right person has received the message.
- Picking Up Early
 - Please be sure to send a written note in the morning with your child, so we can have your child ready if he/she is leaving early. If you are picking your child up early, please report to the Main Office and the secretary will call the classroom to have your student sent up.
- Picking Up at Dismissal

Once your note is received in the morning, your child will be put on the pick-up list. You may then sign them out with a staff member in the front lobby. You may pick them up as of 2:48 pm. **When you park on campus, please park only in designated parking spaces.**

Valleyview School

Drop Off

All vehicles must enter Muriel Hepner Park using the driveway opposite the Valleyview School Driveway. Vehicles must pull all the way down to the bottom of the driveway and have your children exit the passenger side of the vehicle, at the entrance of the walkway. Students must walk behind the barriers on the walkway towards the crosswalk. Parents should instruct your child **NOT** to walk in the driveway area.

No parent should drive up the school driveway and drop off their children in the parking lot of the school. Please respect the teachers at the bottom of the parking lot when you are re-directed to the Muriel Hepner Park drop-off area. **DO NOT PARK OR STOP ON DIAMOND SPRING ROAD AND ALLOW YOUR CHILD TO EXIT THE VEHICLE.** The safety of our students traveling to and from school, as well as during school is our top priority.

Pick Up Afterschool

All student pickups are at Muriel Hepner Park - no vehicles are permitted in the school lot.