

# Kirkwood CAR-LINE Student Drop-Off & Pick-Up Procedure

**In the morning:** Drop off begins at 7:40 AM. First Bell rings at 7:50 AM; Tardy Bell rings at 7:55.

1. Unload your child/ren anywhere along the Drop off Lane. Do not wait to unload by the front entrance. This will maximize safety and efficiency.
2. The driver must always remain behind the steering wheel. **All families** who wish to walk their student to the building **MUST** use a designated parking spot, NOT the drop off lane. Children should unload curbside for their safety, then the driver proceeds forward to exit the parking lot as traffic allows.
3. As you enter the parking lot please **pull as far forward in the drop off lane as possible leaving room for all families to drop off**. We have extended the drop off lane to include the previous section for pick up only in order to accommodate more families!
4. Please utilize the full traffic circle, **staying in your drop off lane and behind the car in front of you**.

**In the afternoon:** Pick-up begins at 2:55 PM on M, T, W and F; at 1:55 PM on Th.

1. Be cautious if arriving before this time, as buses may need access.
2. Please write last names(s) of the child/ren you pick up on the back of the pink cardstock with heavy black marker, making it **visible from a distance**. Post or hold this sign in the front window of your vehicle during Pick Up. Do not lay it on the dashboard. Pink cardstock can be obtained in the school office.
3. Attended vehicles must wait in the Half Circle Drive, near the top of the U, until directed to pull forward so staff can call name(s) when time.
4. Pull as far forward as possible.
5. Your child/ren will be directed by a supervisor to meet you once your car has pulled all the way forward.
6. When all of your children are secured in their seatbelts, exit the parking lot safely.

**THANK YOU!**

