



Dear Parents,

The purpose of this letter is to remind our parents of our procedures for student drop off and pick up from school. **When dropping your child off in the morning, please form one line and drop your child(ren) off in the lane closest to the building. Please do not drop your child off in the left lane.** Our staff members will direct you as to when to stop to drop off your child(ren) in the driveway. They will motion for you to pull up as far into the driveway as you can before allowing your child(ren) to exit your vehicle. Please watch for their signal to move up into the driveway. Our school day begins at 8:30am. Our school staff is not on duty until 8:00am. **Parents may NOT drop off students at campus before the doors open to receive students at 8:00 am.**

When picking your child(ren) up in the afternoon, the line will start on 25th Street, entering the line off of Kansas Street (**Do not enter the driveway off of FM 1266, continue on to 21st Street, see map below**). Please pull up as far as you can in the driveway before stopping to let your child into your vehicle. You will need to display your child's car tag on your windshield. This will allow us to load more cars and keep the traffic flow moving.

If you do not have a car tag you will need to enter the building to receive a temporary car tag after your ID has been verified. After receiving your temporary car tag, you will need to get back in the car rider line. When you approach our personnel calling names you will give your temporary car tag to him/her. Your child's name will then be called to be released to you. This is not to inconvenience you, but to insure the safety of your child. We ask for your understanding in this request.

Please follow the flow of traffic as indicated by the diagram. Please do not turn left off of 25th street into the school driveway as this slows traffic traveling east on 25th street.

Your patience is very much appreciated as we work to get your child(ren) to and from school safely. With your help, we should be able to keep our parent pick up area moving safely and efficiently.

Sincerely,

Leslie Burke
Principal

