

# **Geddes Elementary**

## **Drivers / Student Drop Off Zone Guidelines**

*Making a safe and smooth morning / afternoon for your children*

### ***Parents/Drivers***

#### **Parents/Drivers - What will help with a smooth morning?**

- Arrive at school as early as allowed by the school. Students are allowed to arrive as early 7:30 AM. Student **should not** be on campus before 7:30 AM.
- ALL grades start at 8:00 AM. Students wait in front gate area until 7:50. Student's line-up at their assigned room number at 7:50 AM. Regular day dismissal times are at 2:20 PM and 2:40 PM.
- Please enter the Drop Off Zone via the west driveway and exit the east driveway. Please make only a right hand turn out of the driveway, as to reduce traffic congestion to the front of the school and on the corner of Cavette and Bogart.

#### **Parents/Drivers – What should you before entering the Drop Off Zone Area?**

- When entering the parking lot be courteous and patient.
- Drive vehicle as forward as possible. Please look for parent volunteers or school staff to guide you through the drop off and pick up process.
- Tell students to prepare to leave as you get into the parking lot.
- Unlock the doors as soon as you can.
- Keep backpacks with students or in front passenger seat area.
- Do not put backpacks in trunk/rear area if you can help it.
- **NO dogs or cats or loose pets in cars.** Safety patrol volunteers can be startled / injured or pets can stray or be injured from closing doors.
- Consider keeping baby seats on the driver side so students are not blocked.

#### **Parents/Drivers – What should you do during or at the Drop Off Zone?**

- Drop off only in the red section. Yellow section is only for buses and service trucks.
- If there are cars behind you, do not simply stop, proceed forward to the drop off sign.
- Do not drop off students in the middle of the parking lot.
- Do not wait for School Personnel or Parent Volunteers to open the door. Students should leave as soon as the car is stopped safely in the drop off zone.
- Open automatic van doors as soon as you are safely stopped in drop-off zone.
- Students should leave the car on the passenger side. The driver side can be

dangerous.

- Parents should stay in the car. A parent getting out slows down the drop off process. If your child needs help, see if School Staff or Parent Volunteer can help before considering getting out.
- Wait for the car in front to leave before moving forward. Please look in all directions before moving your vehicle.
- **NO passing** stopped cars in front. **BE PATIENT. Accidents have happened.**
- **Do NOT watch/talk to your child as you leave.** Watch your surroundings when leaving the drop-off zone promptly. **Accidents have happened.**
- When leaving the parking lot, please make a right turn only this will help with traffic flow.
- If the bell has rung and the other students have left for their classrooms, your student must report to the front office to obtain a pass.

## ***Student Passengers***

### **What should student passengers do during or at the Drop Off Zone?**

- Before arriving at school, have your backpack closed and ready to go.
- Unbuckle yourself as soon as the car stops.
- Leave the car on the right side (curb-side) of the car. It is not safe to leave on the driver side as cars might not see you.
- Unlock the door and open the door as soon as you can. Do not wait for Parent Volunteers to open your door.
- If your backpack is heavy, leave the car first, and then pull the backpack out. Struggling with the backpack at the same time you get out is much slower.
- Ask a Parent Volunteer for help if you need it.
- Walk to the front gate. NO RUNNING.
- If the classes have left the classroom when you arrive, you are tardy. Report to the front office to get a pass before going to your classroom.
- **Rain Days:** NO RUNNING. The ground is slippery. Exit the car on the passenger side. Other drivers may not see you on the driver side.

**Drop off Zone starts Wednesday, November 12**