

## Early Learners Blythe Park Drop-off and Pick-up Process

Dear Families,

To ensure the safety of your child(ren) during drop off and pick up from school, please refer to following information:

### **General Safety Guidelines and Information**

- For the safety of your child during drop off and pick up, please locate his/her car seat on the rear passenger seat. Students will only be allowed to exit from the rear passenger (right) side of the vehicle.
- For identification purposes during drop off and pick up, each early learner family will receive two identification tags for your vehicle(s) and one identification tag for your child's backpack. You will receive your identification tags on *Meet the Teacher Day*. Families who are unable to attend this meet and greet, can pick up their tags from the classroom teacher on the first day of school.
- The identification tag **must** be clearly displayed, as it will allow the early learner staff to identify your child(ren). In the event that the identification tag is forgotten, guardians will need to come to the office to pick up the child(ren). The school will only release children to adults with state issued photo identification who are listed as contacts in our database.
- There are three options families may choose from during drop-off and pick-up:
  1. Wait in the car line- the car line area is ONLY for those parents who simply want to drop-off/pick-up their child(ren).
  2. Park your vehicle and walk your child(ren) to the Blythe Main Entrance Door.
  3. Walk to school.
- Early Learner staff members will be available to assist students in their entry to the building and during dismissal.
- People parking their car or walking to pick up their child(ren) still need to show their identification tag or go to the office to show the proper identification.
- To get to the Blythe Park school office, use the southeast entrance of the building (off of Leesley Road).
- **Do not use your cell phone unless you have your vehicle in park. A driver who is operating a cell phone in a school zone while the car is not in park is in violation of state law.**

### **Drop-off Procedure**

- Staff members will be available to assist students in their entry to the building between 8:20-8:30 AM and 12:05-12:15 PM. Classes begin at 8:30 AM and 12:15 PM. If you arrive after that time, please park, walk your child into Blythe Park (southeast entrance), and sign in at the office.
- If you are in the car line:
  - Vehicles should turn south on Leesley Road from Kent and proceed toward Blythe Park School.
  - Remain inside your vehicle at drop-off. A staff member will remove your child(ren) from your car. Parents should not release a child from the car until a staff member comes to their car to remove the child(ren).
  - After the child(ren) are removed from the car, parents or caregivers must wait until the car in front of theirs moves before pulling away. **DO NOT PASS** the cars in front, as this is a major safety concern.
  - After drop off, vehicles should turn left on York Road to gain access to neighboring streets.
- If you wish to park your car, please locate a legal parking space (*Kent Road and Blythe Road have ample parking spaces available to you*). Then walk with your child(ren) to the southeast entrance of the school and hand him or her off to a staff member.

- If you walk to school, walk with your child(ren) to the southeast entrance of the school and hand him or her off to a staff member.

***Pick-up Procedure .***

- Classes dismiss at 11:00 AM and 2:45 PM. Staff members will assist students in their exit of the building. If you arrive after 11:05 AM or 2:50 PM, please park your vehicle and walk into Blythe Park (southeast entrance) and sign your child out in the office.
- If you are in the car line:
  - Please have your identification tag clearly displayed in the right side of the windshield in your vehicle(s). Stay in your car until you are in the first or second spot. Once in the first or second spot, parents or caregivers will need to exit their vehicle, as they are the individuals responsible for ensuring that the child is safely buckled into the car seat. Safely and efficiently, buckle your child in prior to driving away.
  - Wait until the car in front of yours moves before pulling away. *DO NOT PASS* the cars in front, as this is a major safety concern.
  - After pick up, vehicles should turn left on York Road to gain access to neighboring streets.
- If you wish to park your car, please locate a legal parking space (*Kent Road and Blythe Road have ample parking spaces available to you*). Walk to the end of the sidewalk at the southeast entrance of the school and have your identification tag visible for staff to see.
- If you walk to school, walk to the end of the sidewalk at the southeast entrance of the school and have your identification tag visible for staff to see.

Please note, Early Learners will enter and exit the school building using the southeast doors during drop off and pick up. Parents and guardians seeking to gain access to the school building should also use the southeast doors and sign in at the office.

Thank you for anticipated cooperation regarding the aforementioned information. We are looking forward to working with you and your child(ren) this school year.

Sincerely,

The Blythe Park Early Learner Staff