



Drop Off and Pick Up Procedures

General Policies

For the safety of our students, the school has developed traffic procedures in coordination with local law enforcement and city traffic and engineering experts. Students and families are required to follow the school's traffic plan. In order to protect our students and staff, parents who refuse to follow the school's traffic plan will not be allowed to drive on campus.

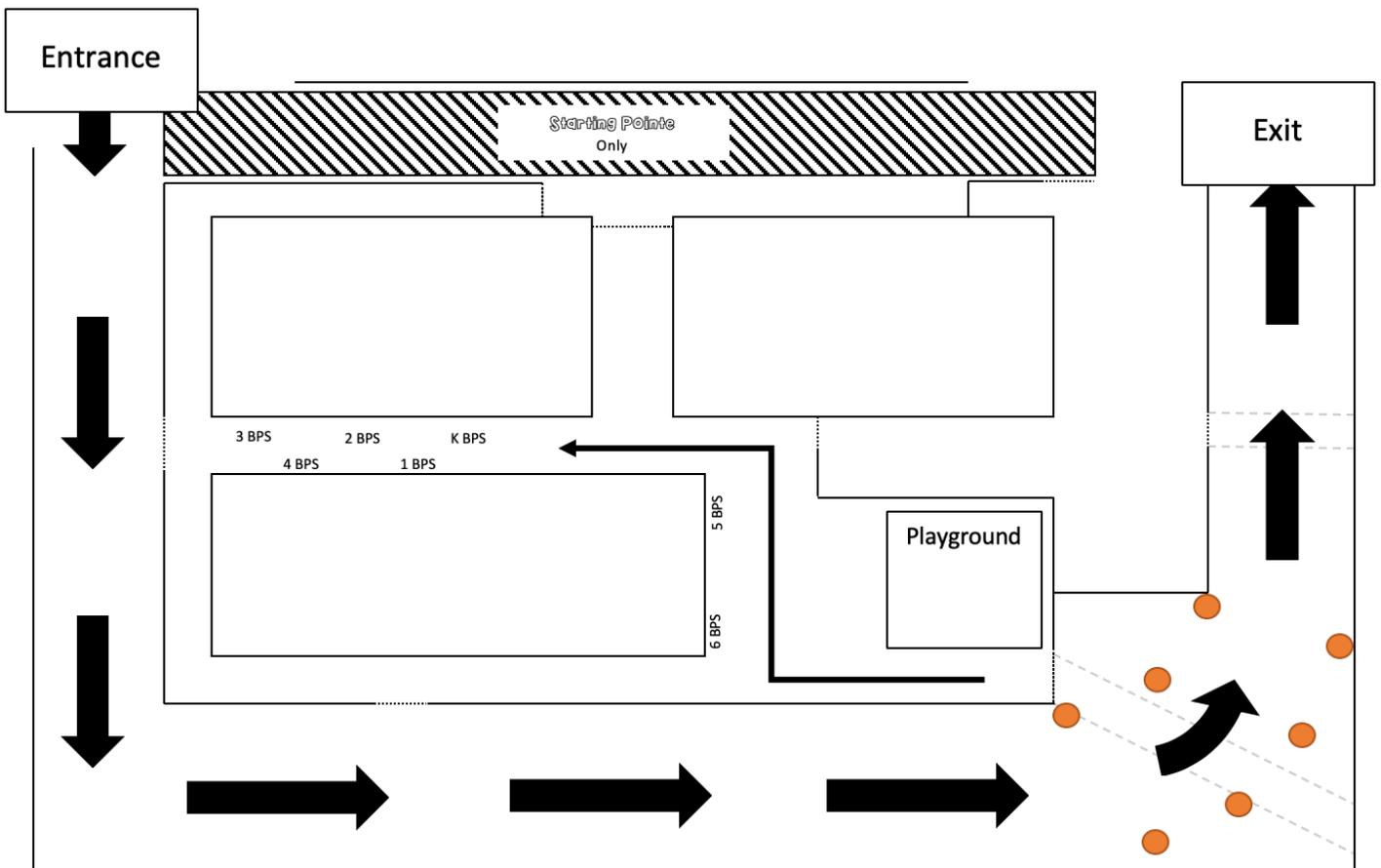
1. To maintain a safe and secure campus, our campus has an “outward flow” policy. This means that students are released to their dismissal rooms and then out of the gates. Campus re-entry is prohibited during this time. Students who are walking or riding their bike home must have a parent letter on file in the office providing permission to walk or ride.
2. Students will not be released to anyone without the correct pick up tag (current school year only). Requests for additional pick up tags may be made to the office.
3. Pick up tags are to be visible through the front windshield from entry to exit. Tags should not be removed until after the student has been loaded into the vehicle. Cars without visible pick up tags will be directed to park and then the student must be signed out from the office (ID is required).
4. Cars must move to the furthest cone possible on the back drive so that the back passenger seat where the student will be loaded will be next to the loading staff member. This is essential to ensure students are promptly loaded in their vehicles and not waiting outside longer than necessary (especially during warmer months).
5. No individual should enter/exit the vehicle apart from the student. If a student needs assistance buckling/unbuckling, please pull forward and to the side (ask a staff member for additional direction) or exit the back drive and park in a designated spot.
6. Please, refrain from using cell phones and other electronic devices while driving on campus.

Pointe Schools expects that students will be picked up promptly after normal school hours or, if the student remains at school for an additional activity, promptly upon conclusion of such activity. Pointe understands that unforeseen circumstances sometimes warrant a late pick up and therefore grants a twenty minute grace period. After the grace period, Pointe Schools' personnel will try to contact adults listed on the student's Emergency Contact Form. If no response is received and the student has not been picked up within thirty minutes of the end of school hours or an activity, the school representative will contact local law enforcement and have the student taken into custody until a parent or guardian can pick the student up.

Thank you!

Thank you for helping us keep our Drop Off and Pick Up organized, efficient, and safe for our Panthers!

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Regular Drop Off Procedures

Parents/guardians dropping off students may pull through the back drive and staff members will assist their students with exiting the vehicle and entering the campus. Students will then drop their backpack at the designated location and go to First Recess.

The first day of school is a memorable and exciting day and parents/guardians are welcome to park their vehicle in a designated spot and walk their student(s) on to the campus through the front office. However, to assist in fostering student independence and ease the flow of traffic, we encourage families to take advantage of the back drive drop off system on a regular basis.

Regular Pick Up Procedures

All students will be picked up through the back drive. If a student needs to be picked up during the day, the parent/guardian must park in a designated spot and walk into the office. The front drive is designated for Starting Pointe families.

The front office will not call students out of class the last 20 minutes of the school day. This is a very busy and important time of day, therefore, parents/guardians picking up at this time will be asked to wait in the office until Pick Up begins.

Outside Before and After School Child Care Providers

If your child gets dropped off or picked up by a child care provider you must contact the front office and provide permission. Students will be loaded onto after school child care provider transportation (busses/vans) based on the providers schedules unless the school is notified otherwise by a parent/guardian.