

2011 Drop off and Pick up Line Procedures

Please remember that our street is a **one way street**. Please go down and around the loop and then into our driveway. Our parking lot is also has a one way entrance. You are responsible for making sure anyone picking up your child knows the proper procedure. Thank you in advance for your patience and cooperation as we try to make these lines as quick and safe as possible.

Morning DROP-OFF LINE begins at 9:00 and ENDS at 9:25:

1. **PLEASE STAY SINGLE FILE.** We will only have 1 line in the morning as there are so many precious children getting out of vehicles.
2. **PLEASE KEEP YOUR CHILD BUCKLED INTO THEIR SAFETY SEAT UNTIL A TEACHER ARRIVES AT YOUR CAR.** Once a teacher arrives at your car, then you may get your child out of the car. This is for the safety of all students, teacher, and other parents.
3. **DO NOT PASS ANY CORRESPONDENCE DURING THE DROP-OFF LINE** (Such as Tuition, paperwork etc.) These items are better placed in your child's folder so they will not be lost. If there is anything important to tell your teacher, please place a note in this folder also.
4. **PLEASE UTILIZE THE DROP-OFF LINE.** If you would still rather bring your child inside, please park in a parking space if one is available. Also, if you are bringing your child in, a suggestion would be to arrive at school at 9:15 to avoid being caught in traffic.
5. **MAKE SURE TO SIGN YOUR FULL SIGNATURE, FOLLOWED BY THE TIME YOU ARE SIGNING YOUR CHILD IN AND OUT IN THE AFTERNOON. THIS IS A STATE OF TENNESSEE MANDATE.**

AFTERNOON PICK-UP LINE BEGINS at 2:45 and ENDS at 3:00:

1. **PLEASE WATCH YOUR SPEED AS YOU COME INTO THE PARKING LOT.**
2. **PLEASE FORM 2 LINES. It does not matter which line you get in.**
3. **DO NOT GO AROUND ANOTHER VEHICLE UNLESS INSTRUCTED BY A DLDS EMPLOYEE.**
 - a. If you move to another line to go around someone, please STAY in that line. This will ensure that person may leave after their child is strapped in and not have to wait behind you.
4. **PLEASE STAY IN YOUR VEHICLE UNTIL YOUR CHILD IS NEAR YOUR CAR.** Do not walk up to the school and get your child. The lines are continually moving.
5. **DO NOT HAVE EXTENDED CONVERSATIONS IN THE DRIVE THRU LINE.**
 - a. If you need to speak to someone (either a teacher or another parent) for an extended period, please pull forward and park. We will do our best to keep the line moving.
6. **IF YOU WOULD LIKE TO PICK YOUR CHILD UP EARLY, PLEASE ARRIVE AT 2:30 SO YOU WILL NOT BE CAUGHT IN THE HEAVY TRAFFIC.**
7. **PLEASE HAVE YOUR CHILD PICKED UP BY 3:00 P. M. – A fee will be assessed for picking up after 3:00 p.m.**