

J.R. Smith Elementary School Drop off and Pick up Procedures

J.R. Smith utilizes the following procedure for dropping-off and picking-up your children from school each day. The safety of each child is our utmost concern and we ask for your patience during the first few weeks of school while everyone is learning this system.

Refer to the map as you read through these instructions. For further questions you may also call the school at 654-2201.

MORNING DROP-OFF (refer to attached map)

- All cars will line up along 500 North Street. Cars will not be using the adjacent church parking lot at all for parking or for lining up to wait for children. There will be NO LEFT HAND TURN permitted from 500 North into the school parking lot. You will need to travel east and then join the queuing line of cars facing west along the north side of 500 North. There will also be NO PARKING along 500 North during school hours. Please use the school parking lots to park your vehicle during school hours.
- Please follow directions of all posted signs. We will have a drop-off/pick-up zone for Multiple Riders in the school parking lot. Single Riders will use the new zone on 500 North just west of the school marquee sign.
- PLEASE PULL FORWARD AND STAY IN YOUR VEHICLE.
- ***Only when you reach the new YELLOW PAINTED ZONE can your child exit your vehicle!!*** Please make sure your child is ready to quickly exit your car.



***PLEASE DO NOT LET YOUR STUDENT OUT OF THE CAR AT ANY POINT
OTHER THAN WITHIN THE YELLOW SAFETY ZONES.***

AFTERNOON PICK-UP

Each household will be issued Vehicle Identification Card(s). **This card is to be displayed in the dash of your vehicle and must be visible when you pick up your child.**

- **All cars will line up along the north curb of 500 North as explained for Morning Drop-Off.** Please remember we will no longer be using the church parking lot for parking or for lining up to wait for children.
- *There will be **NO LEFT TURN** permitted from 500 North into the school parking lot. You will need to travel east and join the queuing line of cars. There is **NO PARKING** (leaving your car) **along 500 North**. Please use the parking lot at the school if you must leave your car.*
- In order to relieve the congestion on the sidewalk, all students who ride **bikes** or **scooters** and the **bus**, will be released **five minutes early** from school. *Walkers will be released at the bell.*
- All students who will be up picked by a vehicle will begin loading only after the walkers and students riding buses have cleared the parking lot.

Please follow the directions from all posted signs. ***It is most important that you remain in your car and continue moving forward to the Yellow Zone.***

STUDENTS WILL NOT BE ALLOWED TO LOAD EXCEPT IN THE YELLOW ZONES.

- All cars for **single student riders** will pull up along the **500 North zone** and all cars for **Multiple Riders** will use **the parking lot zone** in front of the school (see attached map.)
- All student vehicle riders will be lined up and waiting in the Main hallway of the school. One line for Multiple Riders and a second line for Single Riders.
- As the **first four cars** approach in both **Yellow zones**, the **students who match the Name Card** in the vehicles will be called out to be **ready to load** into the vehicles. Students will be assisted by our Safety Patrol members to speed the process along. This process will be repeated as cars approach the Yellow Zones. Students will be waiting to load into the designated cars.

We greatly appreciate your PATIENCE AND COMPLIANCE in implementing this procedure!

J.R. Smith Community Council