

# Smith Fields Park

13400 South

150 East

300 East

Scenic Peak Cove

Welcome

CHANNING HALL

Staff Parking

Dog Park

Splash Pad

- Off campus Drop-off/pick-up ★
- Drop-off ———
- Pick-up ———

Exit only not an entrance

Fire Lane Keep Clear



to Stokes



# Drop-off & Pick-up Procedures

- \* All vehicles MUST enter the school ground Southbound from 300 East and exit onto 150 East.
- \* When waiting on 300 East to enter the school grounds please pull off the road onto the shoulder. Do not to block driveways and entrances.
- \* When entering on 300 E. do not bypass waiting cars to enter the parking lot. All cars must wait in carpool lines.
- \* For safety reasons, you must drop-off and pick-up your students in the designated drop-off and pick-up zones. Do not allow your children exit a vehicle before the designated zone. The curb is painted Green for the drop-off zone and blue for the pick-up zone.
- \* It is vital that you are aware of your surroundings so cell phones must be not be used once you enter the school pick-up and drop-off lanes.
- \* For drop-off use only the lane closest to the building. The Middle lane (the fire lane) must be kept clear and not be used for parking.
- \* Drop-off begins at 7:50 am. Any student who arrives prior to 7:50 am will remain outside of the building unsupervised.
- \* Teachers and Teacher's Aides will oversee the Drop-off and Pick-up each day; serving as safety officers.
- \* During pick-up cars will merge into the safety zone as directed by a safety officer. No driver will be allowed to merge if they are on a cell phone.
- \* The Safety officers will ensure that cars move efficiently and safely through the zone. They will ensure all cars pull all the way forward, stop and stay stopped until all students are safely in/out of their vehicles. Please be patient and courteous with them.
- \* Please have your students ready to exit the car as soon as you move into the Safety Zone to help expedite a quick drop-off and to alleviate congestion.
- \* When entering the Safety Zone please pull as far forward as possible and follow all directions given by the safety officers. Students should exit and enter all vehicles from the passenger side of the car.
- \* Always put your car in park when stopped and waiting. A foot slipping off the break could cause a serious or life threatening accident.
- \* If you arrive at the school after 8:30 am you will need to park and make sure your child gets into the building safely. You need to sign students in at the front office.
- \* Pick-up will begin at 3:20 pm when students are released from class. Please do not plan to be in the pick-up line before 3:00 pm
- \* At pick-up please place your blue carpool placard with your last name written clearly in your front windshield visible to staff before entering the school driveway.
- \* Students who have not been picked up by the time the drive thru has been cleared will wait by the front door of the school.
- \* Do not idle cars in the parking lot during pick-up or drop-off times.
- \* Additional drop-off and pick up locations are located at Smith Fields park, the splash pad, and on Stokes Avenue.
- \* Students may **not** be dropped-off or picked-up on 150 East, Scenic Peak Cove or 300 East.