



## Drop-Off and Pick-up Procedures

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To make for a smooth drop-off and pick-up of students at Donovan, please follow these guidelines:

### Drop-Off:

1. Student drop-off begins at **9:00 AM**. Students will remain in their cars until 9:00.
2. **Students are not to be left unattended at any time**, including outside the building or near the crosswalk, before staff supervision begins.
3. Follow the directions given by district staff members directing traffic in the parking lot.
4. If you plan to park and walk your child to the building, please turn **left** at the end of the entrance way and find the nearest parking spot. **Walk with your child** through the parking lot to the crosswalk located in front of the building.
5. If you plan to drop your child at the sidewalk, please turn **right** at the end of the entrance before entering the main parking area. Turn **left** at the end of the lot and then **left** again at the sidewalk.
6. Pull forward as much as you can and have your child exit on the **curbside** of the car.
7. Do not block the crosswalk or handicap access ramp.
8. All cars next to the sidewalk will drop off students at the same time and then exit the parking lot.
9. The next group of cars will pull forward along the sidewalk and drop off the students.
10. All students must enter and exit the building through the **main entrance**.
11. Turn **right** onto Justice Drive during drop-off and pick-up times. This will help with traffic flow.

### Pick-Up:

1. Car riders will be dismissed at **3:55 PM**.
2. Follow the same driving directions as for drop-off.
3. Parents are welcome to park and meet their child at the sidewalk or crosswalk area.
4. If you plan on staying in your car at pick-up, please follow directions given by district staff members.
5. Students will walk on the sidewalk and meet you at the vehicle. Students should enter the vehicle on the **curbside** of the car.
6. **Students are not permitted to wait alone at the crosswalk** or in the parking lot. A caregiver or designated adult must be present before students leave the sidewalk.
7. Turn **right** onto Justice Drive during drop-off and pick-up times. This will help with traffic flow.

### Student Expectations:

- Follow the directions of staff members.
- Cross at the crosswalk **only when a caregiver and staff member are present**.
- During dismissal, stand on the sidewalk behind the red line and face the line of cars.
- Keep hands, feet, and other objects to yourself.
- Look for your caregiver at the crosswalk or your caregiver's vehicle.
- Follow your vehicle until it stops before entering.