



Parkway Elementary School

MORNING DROP OFF PROCEDURES

If you are dropping your child off at school in the morning, please adhere to the procedures listed below. These procedures have been established **in conjunction with the Mount Laurel Police Department** and must be followed for the safety of the entire Parkway community. **Please pass this information on to anyone who is responsible for bringing your child to school in the morning.**

- Please **obey all directional traffic signs** that are posted in the Parkway parking lot. Children should be dropped off at **the crosswalk only** – do not pull up to the yellow painted curbs. This is hazardous and blocks the buses coming into the lot.
- If you need to get out of your car for some reason, you must pull into a parking space. Please **do not get out of your car in the drop-off line for any reason**. This holds up traffic and is an inconvenience for everyone else in line.
- Students cannot be dropped off until 8:30am at the earliest.
- If you need to walk your child into the school building, please do not pass through the parked cars, but proceed to the painted crosswalk area.
- Please **be aware of pedestrians** walking in the parking lot – we have had many close calls when drivers are not paying attention to where they are going!

When dropping your child off at daycare in the morning, please **drive slowly and cautiously** through the parking lot as you make your way to the gym entrance since staff members are also arriving at this time. Please **be respectful and courteous to our employees** who are outside assisting with morning arrivals to school and **please comply with their directions**. These hard working staff members are doing their jobs and are there to help ensure the safety of all our children, parents and staff!

DISMISSAL PROCEDURES

In conjunction with the Mount Laurel Police Department, and in the interest of the safety and security of our students and staff, our dismissal procedures are as follows:

- Extended Day Care Students will be dismissed to the care of the EDC staff first, beginning at approximately 3:22 p.m.
- Students who are designated as “walkers” by the School District (i.e. they are not assigned to ride a bus) will be dismissed out of the “A Wing” side doors at 3:25 p.m. where they will proceed to the crossing guard at Ramblewood Parkway. Parents of walkers, who choose to pick up their children, may meet them at this spot, or at the “A Wing” door. Parking is available on Ramblewood Parkway or on St. Andrews Drive for parents picking up children at the “A Wing” door. **Please make all attempts to not pull into the school parking lot, as buses will be picking up students.** “Walkers” do not need to be signed out of school, so please have a back up plan in place in the event that you are unable to meet them.
- “Parent Pick-Up” students (students who normally ride a bus but are being picked up that day) will be announced and will report to the library. All parents are required to send in a note to school to alert the teacher and office staff of their plans. Parents picking up their children will wait at the front entrance of the building until a staff member invites them in. Parents will then proceed, as directed by a staff member, to the sign-out table. Once signed out, a staff member will call students to be dismissed to their parents. **Students will not be released to a parent/guardian unless they have proper photo identification.**

- Once daycare and walkers are dismissed, buses will be called.

Please Note: Driving in the circular drive in front of our building is **not** permitted as it is used for buses to transport our students to and from school. This would create a dangerous situation and would add to the congestion of traffic at dismissal time.