

LA VERNIA PRIMARY DROP OFF/PICK UP PROCEDURES

1. Our school doors open at 7:00 AM.
2. Students will be assisted from their cars by a staff member at the front and gym sides of the building.
3. Parents, please do not park in the faculty parking lot. The parking in front of the school is available to you at all times.
4. Do not drop your child off in the parking lot. Parents wishing to walk their child into the building must use the crosswalk and escort the child all the way to the building.
5. Children are dismissed to their classrooms at 7:30 AM.
6. Beginning at 7:30 AM, there will no longer be staff members on duty. Do NOT drop your child off after 7:30 AM unless you escort them into the building. At 7:45 AM, students are marked tardy. Parents will not be allowed to walk their child to class after 7:45 AM, as teachers are beginning instruction.
7. School is dismissed at 3:10 PM. Students will be brought to the car lines. Students will sit with their classes and wait to be called and assisted by a staff member. Pre-kindergarteners and kindergarteners will be on the gym of the school (Alexandria Street) as well as Pod 2 First Grade students. Pod 1 First grade students and all Second graders will be on the front side of the school. Siblings will sit together on the side of the youngest child. If you are also picking up older siblings from the Intermediate School, they will be with the youngest members of the family. If picking up Intermediate children, please use the line closest to the road. This will help us speed up Primary only dismissal. **No child will be placed in a car without a car tag. Be sure the visor tag is in the vehicle. Failure to have a tag will require the adult to go to the office in order for the child to be released.**
8. Parents are NOT to walk to the covered areas to take a child. **We ask all parents use the car line. After the first couples of weeks of school it only takes about 10 minutes to clear the line. Please understand that if you choose to park and walk up to the building, you will have to wait at the office.**

All students – car riders, walkers, and bus riders – are asked to keep their transportation tag attached to their backpack at all times. This tag is coded and assists in the safety of all children.