

MONROE ELEMENTARY SCHOOL

ARRIVAL & DISMISSAL PROCEDURES

Parents may drop off students **after 8:20 a.m.**, at which time supervision begins. Students eating breakfast may arrive as early as 8:10 a.m., and breakfast is served until 8:25 a.m. All students should be at school by 8:30 a.m.

Kindergarten students are to line up in the covered, gated area near the front entrance; first through third grade students will line up in their classroom line in the gym; and, fourth and fifth grade students are to line up in their classroom line under the covered area at the back of the school.

Teachers pick up students when the first bell rings, and everyone walks to class together.

Before and after school, staff or parent volunteers assist with traffic. There are two options for dropping off and picking up your student.

Drop Off:

1. Park and Walk
 - a. Park your vehicle in the main parking lot on 27th Avenue SE.
 - b. Please do not drop off, park, or wait in the Staff Parking Lot on 110th Street. This area is used by school buses and designated daycare vans.
 - c. Parents must walk their children across the crosswalk directly in front of the office, following the direction of the crossing guard.
2. Drive-through Lane
 - a. After 8:15 a.m., parents may use the drive-through lane.
 - b. Upon entering the loop, drivers stay to the right in the curb lane and proceed past the main entrance before allowing students to exit the car.
 - c. The student must be ready to promptly exit through the door closest to the sidewalk while the driver remains in the car.
 - d. After dropping off the student, the driver departs from the curb lane and proceeds out in the left lane.

Pick Up:

1. Park and Walk
 - a. Park your vehicle in the main parking lot on 27th Avenue SE and walk through the crosswalk directly in front of the office, following the direction of the crossing guard.
 - b. Parents should wait at the southwest corner of the building (south of the flag pole) so as not to block the entrance.
 - c. Kindergarten students are picked up directly from the covered, gated area near the front entrance.
2. Drive-through Lane
 - a. After 2:25 p.m., parents may use the drive-through lane.
 - b. Upon entering the loop, drivers stay to the right in the curb lane and pull all the way forward to allow more cars to enter the lane.
 - c. Once the vehicle has passed the main entrance, students should enter the vehicle through the door closest to the sidewalk while the driver remains in the car.
 - d. After picking up the student, the driver departs from the curb lane and proceeds out in the left lane.

**Following these procedures will ensure a safe environment for everyone.
Please allow for enough time so you are not rushed.**

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