

Penny Creek Elementary Arrival and Dismissal Procedures

ARRIVAL: supervision will begin at 9:00 a.m.

Parent drop off/pick up (Ferry Lanes) - drive up and drop off student, while remaining in the car.

- This is supervised until 9:10 a.m.
 - Enter the parking lot through the west entrance.
 - Turn right into the Parent drop off/pick up lane loop.
 - Follow the Parent drop off/pick up lane around in front of the gym. Pulling forward to the undercover playground area.
 - Stay in the right lane, making sure to drive slowly.
 - Driver remains in the car.
 - When the car comes to a complete stop, the student unloads from the passenger curb side door.
 - Students will walk through the undercover area and on to the campus.
 - Driver departs from the Parent drop off/pick up (ferry lanes) by following the lane to the west exit on to 132nd Street SE.

Parking car at main parking lot and walking families – parking car to drop off student.

- Park car in main parking lot and walk on to campus using the crosswalk.
- Parents walk students to the front iron gate drop off point by the office (blue area on map).

Arrival after 9:15 a.m. - park your vehicle and walk your student to the office. A guardian or designee will need to sign in your student at the office. Students arriving after 9:15 a.m. will be tardy.

DISMISSAL: begins at 3:30 p.m. on Mondays-Thursdays and 2:15 p.m. on Fridays

Parent drop off/pick up (Ferry Lanes) - drive up and pick up their student, while remaining in the car.

- This is supervised until 3:45 p.m. on Mondays-Thursdays and 2:30 p.m. on Fridays.
 - Enter the parking lot through the west entrance.
 - Turn right into the Parent drop off/pick up lane loop. There are three ferry style lanes to wait in.
 - Penny Creek staff member will release each ferry lane in an orderly manner.
 - When the lane is released, follow the Parent drop off/pick up line to the front of the undercover playground area.
 - Make sure to drive slowly and to pull as far forward as possible. Students will be waiting in the undercover area.
 - Driver remains in the car.
 - When the car comes to a complete stop, the student will load into the car from the passenger curb side door.
 - Driver departs from the Parent drop off/pick up by following the lane to the west exit on 132nd Street SE.

Parking car at main parking lot and walking families – park car to pick up students at departure time.

- Park car in main parking lot and walk on to campus using the crosswalk.
- Parents wait for students to be released from the doors located between Office and Kindergarten Playground (green area on map).

