

Forest View Elementary Procedures

School Hours: Monday – Thursday, 9:10am-3:30pm, and Friday, 9:10am-2:15pm

Please review map with instructions

Arrival

- Students may arrive starting at 8:55 AM-there is no supervision before this time.

Morning Line up Designated Areas by Teacher's Last Name

- Denning, Carpenter, Cheshire, Grothaus, Frank, Hoefer, Hopkins, Lothyan, Mrs. Robb (H/C), Willey (H/C), Chamberlin- Kindergarten corral- for students only. (H)
- Comer, Crawford, Erbeck, Romero, Hammon (H/C), Loftin (H/C), Rawlins/Zarnick (H/C)- Main office breezeway. (G)
- Third through fifth and Mr. Robb H/C – Under covered area near playground. (F)

Kiss and Go Drop Off and Pickup

- All children in Kiss & Go must be able to unbuckle, open their passenger side car doors, and exit vehicle without your assistance. Children are not allowed to exit through driver's side doors.
- Students may exit and enter the cars curbside while in the area marked "Drop-off/Pick-up Zone" only.
- If your child needs assistance getting out of the car in the morning or getting in the car in the afternoon – you need to utilize the parking lot and escort your child across the crosswalk.
- Drivers may not exit their cars for any reason while in the Kiss and Go lane.
- Please do not stop on the crosswalk, follow the traffic person's directions.
- Be kind and patient as we move cars through as quickly as possible. Help us out by pulling up to the mailbox.
- Afternoon Rolling Pickup – Make sure your children can recognize the vehicle picking them up. Please do not park and exit your vehicle in the Kiss and Go lane. Children must buckle in before you drive off.

Adults who Park to Pick up their Student, Walkers, and Bikers

- The Parking Lot (A) should be used only by adults that are parking and walking their children across the crosswalk to the school building. Please do not cut in between vehicles lined up for Kiss & Go or afternoon pickup. Students observe adults doing this and copy this action which places them in danger of being hit by a moving vehicle.
- Parents may meet their child at 3:30 on the black top area (E) by the under covered area- this is for both the gate and portable waiting area. (B) and (D)

- **Students may not walk through the parking lot unless accompanied by an adult and cross at the crosswalk only.**
- Bike Racks are located at the front of the school- students need to walk their bikes/scooters once on campus. Please remind your child to wear their helmet.

Buses

- This area is for buses only. (C)
- We will have staff welcoming students off the bus and directing them to their correct line up area.
- After school, there will be signs for each bus route under the covered area for students to line up and then walk to their buses as they arrive.



- A. Parking for those walking students to/from school– please use **CROSSWALK**
- B. Waiting area for parents in the afternoon; please wait here until 3:30pm and when bell rings you can enter and wait for your child at blacktop area (E)
- C. Bus loop, **buses only**
- D. Please wait at the closed gate until 3:30pm, when the bell rings you can open the gate and wait for your child at blacktop area (E)
- E. Blacktop area
- F. Large covered area for 3rd-5th grades and 5th grade (H/C) arrival and all grades dismissal for parent pick up
- G. Breezeway for 1st, 3rd (H/C), and 4th/5th (H/C) arrival and Kiss n Go Lane dismissal
- H. Small covered area for kindergarten and 2nd grade arrival

Follow arrows for Kiss n Go Lane – please do NOT park or leave your car unattended in this area

PLEASE USE CROSSWALK WHEN WALKING STUDENTS TO AND FROM PARKING LOT