

# **MONROE ELEMENTARY SCHOOL**

## **ARRIVAL & DISMISSAL PROCEDURES**

Families may drop off students after 8:10 am, which is when school supervision begins. All students will have the opportunity to eat breakfast each morning until 8:25 am. All our students should be at school and in their classroom line by 8:30 am.

In the interest of student safety, family members please walk your students to the front doors of the school. All students walking or being dropped off by family will enter through the front doors and proceed to either their line up location or to breakfast in the cafeteria. Students coming to school on buses will also enter through the front doors of the building and proceed to either breakfast or their line-up location. First through fifth graders not having breakfast will go to the gym to sit in their classroom lines. Kindergarten students will line up in the covered Eagles' Nest near our main school entry. Teachers greet their students when the first bell rings, and everyone walks to class together.

Parents may pick up their children at the front of the school at the designated dismissal time (2:50 pm Monday – Thursday, 1:35 pm on Friday). Unless part of a student club or other special, supervised activity, students should depart the campus by the time supervision ends at 3:00 pm.

Before and after school, staff will 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 27<sup>th</sup> Avenue SE.
- b. Please do not drop off, park, or wait in the Staff Parking Lot on 110<sup>th</sup> 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 school staff.

#### **2. Drive-through Lane**

- a. After 8:10 am, 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**

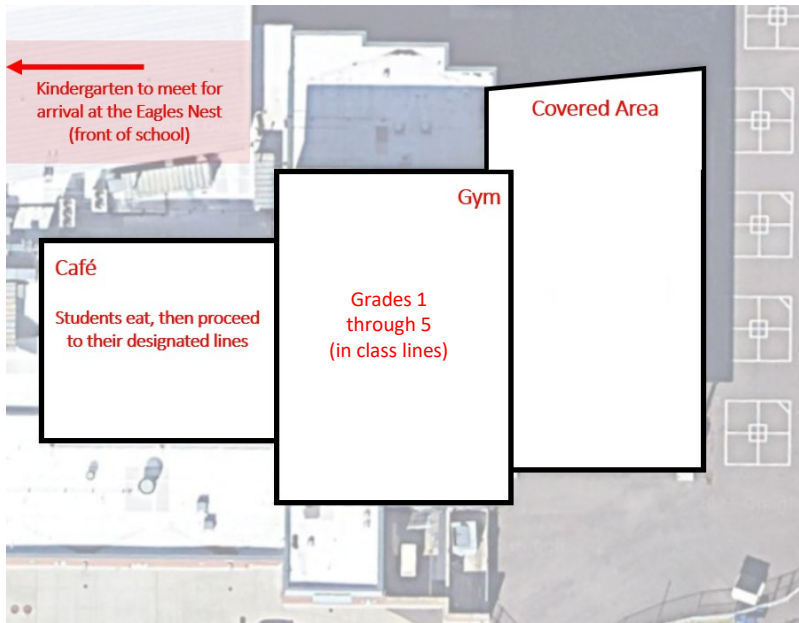
- a. Park your vehicle in the main parking lot on 27<sup>th</sup> Avenue SE and walk through the crosswalk directly in front of the office, following the direction of school staff.
- b. Parents should wait at the southwest corner of the building (south of the flagpole) so as not to block the entrance.
- c. Kindergarten students are picked up directly from the covered, gated area near the front entrance.

#### **2. Drive-through Lane**

- a. After 2:20 pm, parents may use the drive-through lane.
- b. Upon entering the parking lot, drivers will weave through the lot (see map on reverse side).
- c. Students will wait with their classmates at the designated grade-level location. They 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. Thank you!**

## AM Line-up Locations



## PM Pick-up Route

