

# **Effective January 20, 2010**

## **Updated MQP School Drop Off / Pick Up Procedures**

Updated after consultation with Rogers Police Department

### **Morning Drop Off**

- \* The bus will drop off students on the North side (in front of church). All students riding the bus will be escorted across the crosswalk by a designee.
- 1. Vehicles dropping off students will enter the cones on the South side (in front of school).
- 2. Eight vehicles at a time will be allowed to pull up next to the sidewalk for drop off.
- 3. At 8:10 am a designee will assist students exiting vehicles. Students should be ready to exit the vehicle curbside at this time.
- 4. No drop off will be allowed before 8:10 am unless previously arranged in advance with the principal.
- 5. Once all eight vehicles leave the drop off area, the next 8 vehicles will be motioned forward by a designee for drop off.
- 6. The vehicles exiting the drop off line should proceed around the back of the middle school building and exit on Memorial Drive.
- 7. The waiting vehicles will be stopped before the crosswalk area until all previous 8 vehicles have dropped off students. Please pull off to the side of the road while waiting in the drop off line.
- 8. Parents escorting their students into school must park in the church parking lot. These vehicles will go around the cones on the left side. Parents must cross with the students at the crosswalk.
- 9. The school start bell rings at 8:25 am, at which time preschool drop off vehicles will be allowed to **park** on the South side (in front of school) to escort the preschool students to their classroom.
- 10. All non-preschool vehicles arriving after 8:25 am must park in the church parking lot and escort the students into the school office to be signed in for they will be marked tardy per school policy guidelines.

### **Afternoon Pick Up**

- \* All students riding the bus will be escorted across the street via the crosswalk by a designee for bus loading on the North side at 2:45 pm.
- 1. Vehicles picking up students will line up on the South side (in front of school) 8 vehicles at a time. Parents are to remain in their vehicles with Family Name Card visible. (cards will be sent home in Thursday Folders)
- 2. Students will be dismissed at 2:45 pm and will line up behind the fence by grade.
- 3. Designees will dismiss students when their ride is in the pick up lane.
- 4. Once all 8 vehicles have picked up, the next 8 vehicles will be motioned forward to the pick up lane.
- 5. Parents wanting to exit their vehicle to pick up their students or go into school, must park in the church parking lot and utilize the crosswalk.
- 6. At 2:55 pm preschool vehicles will be allowed to park on the south side to pick up preschool students.