



DROP-OFF AND PICK-UP POLICY

This policy was adopted by the Mountain Phoenix Governing Council on November 18, 2015.

Purpose

This policy defines Mountain Phoenix drop-off and pick-up Procedures and Rules for K-8. Safety is the first priority at all times. Adherence to these drop-off and pick-up procedures, rules, and staff's directions is required of all students and families of Mountain Phoenix Community School.

Drop-off and Pick-up by Parents

By default, all students are to be dropped off and picked up by parents or a designee registered with the school, both shall be referred to as "Guardians" throughout this policy. Guardians must provide approval prior to students walking or biking home. Permission will be kept on file in the front office.

Emergencies

Emergency vehicles may need to reach the school during drop-off and pick-up. If this happens, please follow staff instructions. In the absence of staff instruction, make every effort to make way for emergency vehicles on your own.

Drop-off and Pick-up Times

For grades 1-8, drop-off can commence 15 minutes prior to the beginning of school.

Pick-up for grades 1-8 begins at the end of school and continues 15 minutes following dismissal.

For Early Childhood Education (ECE), drop-off time is 8:30 and pick-up time is 3:15 Monday through Thursday and 8:30 and 12:00 on Fridays. ECE Beforecare begins at 7:30 and ends at 8:30.

Elementary children should not be left unattended by parents prior to 8:00. Middle school students can be dropped off 10 minutes before 8:00 but must stay in front of their building entrance.

Students not picked up after school may be put into aftercare at the guardian's expense. If a student is not picked up from after care when they are closing, aftercare staff will attempt to contact a parent and Child Protective Services may be called.

Etiquette

The following rules apply to both drop-off and pick-up, and all drivers are required to abide by these rules:

- **Do not exceed 10 mph on school property at any time for any reason.**
- **Do not block the crosswalk.**
- **Prepare your child for drop-off before you arrive at school.** Coats should be on or in hand, backpacks and lunchboxes should be packed, on laps or easy-to-reach, and when possible, children's seating order in the vehicle should match the order in which they will exit the vehicle. Make sure your child's backpack can be carried or maneuvered by that child.
- **Drop off and pick up student(s) where the vehicle stops in the drop-off or pick-up zone.** Guardians may not drive forward to release or pick up students closer to a specific entrance.
- **Respect the attendants and follow their direction at all times.** Staff and volunteers do their best every day to uphold the rules of the school and to make drop-off and pick-up run as smoothly and safely as possible.
- **Do not exit your vehicle at any time, once you have entered the drop-off or pick-up line.** If your student requires assistance exiting or entering the car, you must wait for an attendant or staff member to assist them.
- **Turn off cell phones when drop-off or pick-up is in progress.** Do not text, dial or talk on a cell phone during drop-off or pick-up. For everyone's safety, drivers must give driving their undivided attention.

- **Do not allow your student to enter or exit your vehicle on the left side at any time.**

- **Do not hold up the line by chatting with a staff member or attendant.** Drop-off and pick-up are not the time or place for impromptu parent/teacher discussions.
- **Do not attempt to pass the vehicle(s) in front of you at any time during drop-off and pick-up. Follow the vehicle in front of you at all times.**
- **“Zipper” merge, or consolidate drop-off and pick-up lines into single lane at drop-off and pick-up points by merging in an alternate fashion.**
- **Do not hold up the drop-off or pick-up line if your child is not in the loading area.** Move forward to the recall area and pull as close to the curb either in front of or behind waiting vehicles so the line can continue around you.
- **Do not park and leave your vehicle in the drop-off or pick-up line or in the fire lanes.** The school reserves the right to have any unattended vehicle immediately towed at the owner’s expense if the vehicle is impeding drop-off or pick-up or blocking an emergency vehicle.
- **Once drop-off or pick-up have begun, all traffic must remain in the lines in and out of the school.**
- **Please be patient and courteous with all other drivers, volunteers, students and staff members.** Respectful behavior is expected at all times of our students, our staff AND our parents!

Parking

There is no overnight parking permitted in the Mountain Phoenix Community School parking lot without permission. Do not park and leave your vehicle in the drop-off or pick-up line or in the fire lanes. The school reserves the right to have any unattended vehicle immediately towed if that vehicle is illegally parked or could impede the progress of drop-off or pick-up.

Early Pick-Up

If you need to pick your child up from school early for a doctor’s appointment or another pre-arranged reason, you must park in the parking lot and come to the front office to sign your child out. Early pick-up is intended to be used as an exception and will not be allowed on a regular basis (see the Student Attendance Policy). Routine early dismissal is disruptive to the student(s) and the entire class.

Inclement Weather and Special Circumstances

In the event of lightning or other extreme circumstance during afternoon pick-up, pick-up will be suspended and all staff members brought inside until it is safe to resume. Guardians will wait in line in their vehicles for drop-off or pick-up to resume. Walkers will also be held until it is safe to release them.

Emergency Lockout

In the case of an emergency which requires the school to be on Lockout (e.g. criminal in area, crime scene next door, tanker truck spill), parents will be notified via email. Guardians are not allowed into the building until the conditions have improved and the “all clear” has been given by the school. Guardians will be notified when it is safe to pick-up their children.

POLICY HISTORY

Original: proposed by GC on October 28, 2015.

Adopted: November 18, 2015.