



LAUREL SCHOOL

Drop-off and Pick-up Procedures

2008-2009 School Year

Laurel School's drop-off and pick-up procedures during arrival and departure times have been worked out to help keep our 500 students safe. We encourage you to walk or bike with your child as much as possible.

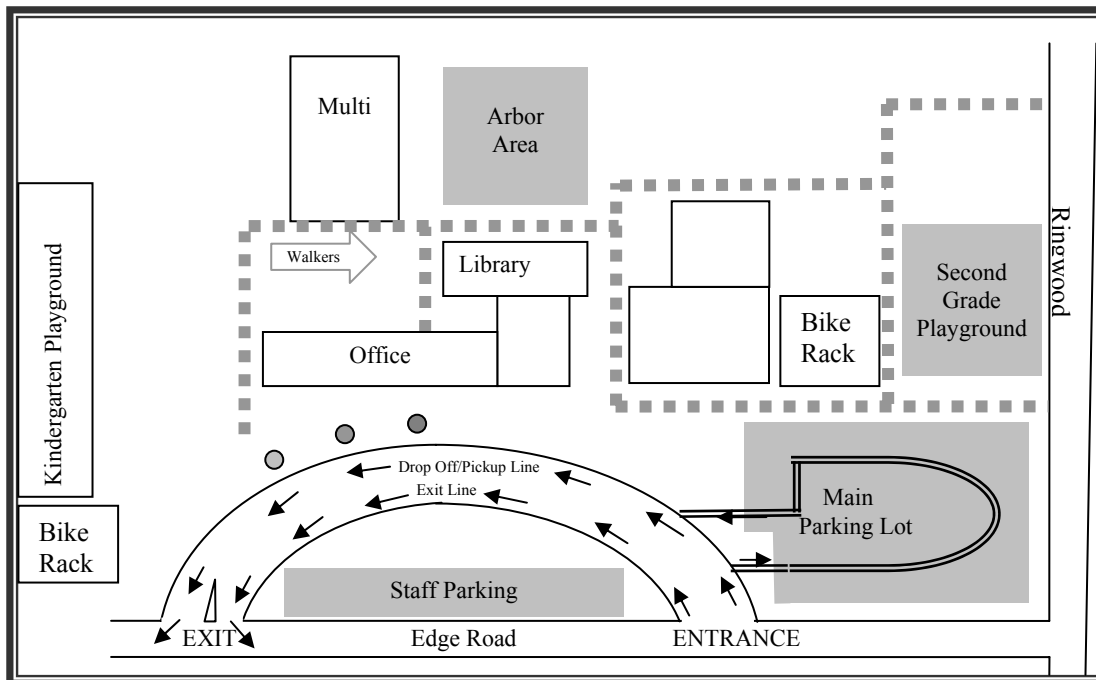
Dates to note:

- Forms for car pick up are due to the office by Wednesday, August 27th.
- Numbers will be distributed on Friday, August 29th.
- Car drop off and pick up procedures will commence on Tuesday, September 2nd.

General Information

- If you'd like to walk your child to the classroom, park in the main parking lot or on Ringwood Ave. If you park on Ringwood, leave a walking space on the passenger side of your car so walkers do not have to walk on the road with their children.
- Please drive SLOWLY near and through our campus at all times.
- Note that traffic through campus is ONE-WAY, so it is important that you always enter and exit correctly and carefully.
- Be sure you are in the correct lane when you exit onto Edge Road. Please don't turn left onto Edge from the right-turn exit lane.
- Lock unattended vehicles and keep valuables out of sight.
- Please use the curb in front of the office only for drop-offs and pick-ups – NO PARKING.
- You are not obligated to use the carpool drive-through pick-up if you request a number– you may still park and walk in to meet your child if you choose, as long as your child's teacher knows where to expect you.
- If you would like to find a carpool you may want to check out the message board on the district's website (www.mpcsd.org/transportation)

*Thank you in advance for your patience and understanding,
and for helping us alleviate safety and congestion problems.
Here's to a wonderful year.*



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Drop Off

Walk or Bike



- All children walking or riding must be accompanied by an adult.
- Children who bike to school are required by law to wear bicycle helmets.
- Bike racks are located near the K yard and the 2nd grade playground. Please provide your own lock.
- Please **walk** bikes through campus using sidewalks.

Park and Walk In

You may park in the main parking lot or along Ringwood Ave., but do not park on Edge Road (Atherton Police will issue tickets), in Staff parking spaces, in the red curb area, or along the drop-off curb in front of the office.

Drive-Through

You may drop off your child along the circular curb in front of the school office between 8:05-8:25am.

- Form a single line of cars next to the curb for drop-off. For safety reasons, **do not double park** to drop off your child, as it is very dangerous for children to walk between cars. Please pull up as close to the curb as possible, so cars can pass to exit.
- Note – drop off gets busy close to the start of school. You may want to drop off your child as soon as possible after 8:05 to help ease student arrival – especially on rainy days.
- **Please do NOT park your car in the drop-off area, even for a few minutes, for this holds up the drop-off line.**

Pick Up

To minimize the often chaotic and confusing pick-up time, please be sure to fill out the form indicating your pickup schedule. If there is a change, please notify the office and teacher in writing.

Walk or Bike (Please see Drop Off)

Children who walk or bike will wait for an adult at the second grade arbor area.



Park and Walk In (Please see Drop Off)

- Children (K-2) will remain seated at tables in the second-grade arbor area until claimed by an adult. Do not ask your child to meet you somewhere other than the arbor area. They will not be allowed to go without an adult.
- In case of rain, children will wait under the overhang along the wall of the Multi that faces the arbor area.
- Once you find your child, please move quickly away from the arbor area so the supervisors can keep track of the children who are still waiting. You are welcome to move to the second grade playground to visit with friends and let your children play.
- For safety reasons and to prevent congestion, please do not walk through the carpool pickup area in front of the office. Use the walkway behind the office and library. (See “dashed” lines on map.)
- If your child is waiting in the carpool pickup area, you must do a pick up with your car. It becomes chaotic to have parents walking up to meet children in the car pickup area.

Drive through and Carpool Pick-up

After both a.m. kindergarten and afternoon dismissals, parents can pick up children at the carpool pick-up area in front of the school. If you wish to pick up children other than your own on a regular basis, include them on your form when you request a carpool pick-up number. Teachers cross reference assigned carpool pickup numbers on approaching cars to the list of students, and then call children (who are seated according to pick-up number) to the four pick-up spots.

- Only cars with official Laurel carpool pick-up cards will be allowed to drive through the line and pick up children.
- Make sure your child knows your carpool pick-up number and listens carefully in order to be in the right spot when you arrive.
- If your child/group is not available when you arrive at pick-up area, you may be asked to drive around again. This helps prevent excessive delays while teachers relocate children to the right place.
- Children are supervised until 15 minutes after school dismissal, or until all children are picked up. Children who remain after this time are taken to the school office.

Reminders

The carpool pick-up line forms in circular driveway and overflows back on Edge Road and on Ringwood Ave. While waiting in line, PLEASE:

- Remain in your vehicle as you will need to move up frequently.
- Do not block crosswalks or the parking lot entrance/exit.