

18-19 MES Drop Off and Pick Up

Mascoutah is committed to providing a safe and enjoyable learning environment. This information highlights procedures that will allow us to provide maximum safety for students as they arrive to and leave school daily. We recognize the importance of the school and community working together and request that you read this information carefully and share this information with others that will drop off and pick up your children. Adherence to these procedures and to the staffs' directions is required of all MES students and families.

MORNING ARRIVAL & DROP OFF PROCEDURES:

8:00 a.m. - 8:20 a.m.

(students not in their seats at 8:25 am will be tardy)

Designated doors are unlocked at 8:00am for students to enter. Please do not drop off before 8:00am. MES Extended Time-Before School Care, a tuition-based childcare program, is available for those needing an earlier drop off (7:00am-8:00am). Please see the office for registration information. ALL Students arriving after 8:25am must enter through the front doors and be signed in at the office by a parent. Parents and visitors must enter through the main front doors.

IMPORTANT: Only students who walk or ride their bikes, may enter the building through the back **DOOR #10 & DOOR #22. DO NOT drop students off in the back lot off Poplar St.** This parking lot is reserved for staff, Before School Care and Special Ed. busing. **Most importantly, students that bike and walk to school pass through the backlot each morning.** Our priority must be placed on making student's arrival as safe as possible and to do so we must reduce the amount of unnecessary traffic in the back lot. Safety is a shared responsibility, please drop off in the front drive only.

BUS RIDER - Buses for all students will enter the busing lane (behind the school) from the south and pull to the north. Three buses at a time will unload students. The students will walk together into the building at a designated door. NO cars are permitted in the bus lane at any time.

CAR RIDER – All students will be dropped off in the FRONT circle drive only. Drivers will line up single file in the **CARPOOL LANE (the RIGHT SIDE)** to drop off car riders in the morning. PLEASE PULL all the way FORWARD in the yellow zone as far as you can. Please follow staffs' directions. Students must exit the car on the RIGHT side only, away from merging traffic. Parents will remain in their cars and be prepare to move quickly once students exit the car. Depending on how far a parent is asked to pull up in the carpool lane, a student may enter the building at **DOOR #7** or the front **DOOR #1**. Staff supervision is provided in the carpool lane and throughout the building to help with the arrival process. **IMPORTANT: Do not drop students off in the back lot off Poplar St., this area is a designated SAFE ZONE for our students that walk and bike to school.**

PARKING PARENTS - Parking is limited, please be patient. We strongly encourage using the carpool option. If you need to park to help your child from the car, hug them good-bye, etc. please pull to the **LEFT SIDE** of the front circle. **Pull forward to one of the farthest available parking spots.** Students must exit the car on the LEFT side only, away from merging traffic. Parents must walk with the child on the sidewalk to the marked crosswalk located across from **DOOR #7** or the front **DOOR #1** and deliver the child safely to the sidewalk in front of school. Parents will use the crosswalk to return to the car and wait patiently to pull away using the middle merge lane. Parents may walk children to their classroom during the first week of school. After the first week, students will walk to class on their own.

AFTERNOON PICK UP PROCEDURE:

3:10 p.m - 3:25 p.m.

(Students not picked up by 3:30 will be brought to the office and parents will be called. At 3:35 students will be sent to Extended Time After School Care and parents will be charge a fee).

IMPORTANT: There will be no last minute student pick ups allowed after 3:00. If your student is a bus rider or a walker and written notice was not sent in advance they will proceed to their dismissal location and follow their regular procedure. If you must come to pick up your child it will need to be before 3:00.

All students will be dismissed according to their dismissal schedule and their dismissal status:

“WALKER/BIKE RIDER” or “CAR RIDER/PICK UP” or “BUS RIDER”

WALKER/BIKE RIDER (unescorted) - Students given consent to walk or bike home will be dismissed from their teachers, exit designated doors in the rear of the building and have the opportunity to be off school property before the buses pull away from the bus lane.

CAR RIDER/PICK UP students will be supervised by staff and exit the building through designated doors. To assist with parent pickup, parents with multiple students (K-5) will only need to pick up in one location. Older siblings will travel in the building, prior to dismissal, to the younger siblings classroom. Parents will pick up at the youngest child's location only.

BUS RIDER students will be escorted to the designated door to await the arrival of busses. Once busses have arrived students will exit the building together and board their assigned buses.

Dismissal Times & Locations by Grade:

3:10 - ALL Kindergarten students (and older siblings) will exit the front door, cross the circle drive with their teachers, and wait for parents in the grassy area. *All parents must **PARK** on the left in the front drive. To ease the flow PULL FORWARD TO ONE THE FARTHEST AVAILABLE SPOT, park and then pick up your child(ren) from the teacher.*

3:20 - 1st Grade students (and older siblings) will exit the back of the building. Only Mrs. Lintker and Mrs. Moll's students will exit through **DOOR# 14** out of the Library doors. All other students will exit door **DOOR# 22** under the covered walkway. *Parents will **PARK** on the street or in the staff lot, walk up to the door. Your child(ren) will come to you.*

3:25 - 2nd Grade students (and older siblings) will exit the front of the building. Mrs. Ganey, Ms. Toms and Mrs. Porter's students will exit north of the little gym at **DOOR# 25**. Mrs. Bean, Mrs. Ferguson and Mrs. Suedmeyer's students will exit through the main doors at **DOOR# 01**. *Parents should pull into the right side of the circle drive, stay in your car and your child(ren) will be delivered to you by the teacher.*

3:25 - 3rd Grade students (and older siblings) will exit the front of the building south of the Big Gym at **DOOR# 07**. *Parents should pull into the right side of the circle drive, stay in your car and your child(ren) will come to you.*

3:25 - 4th Grade students will exit the BACK door leading to the south staff parking lot at **DOOR# 10**. *Parents will form a single file line in the staff parking lot, stay in your car and your child(ren) will come to you.*

3:25 - 5th Grade students will exit the BACK door leading to the south staff parking lot at **DOOR# 10**. *Parents will form a single file line in the staff parking lot, stay in your car and your child(ren) will come to you.*

3:25 - 5th Grade BAND students ONLY will exit from the Annex building on Harnett St. *Parents will form a single file line on Harnett in alongside the building, stay in your car and your child(ren) will come to you. Please pick up your other students at their designated location first before coming to the Annex building.*

CARPOOL LANE (the RIGHT SIDE):

While waiting in the carpool lane parents must remain inside the car to wait for their student.

PARKING (the LEFT SIDE):

Parents wanting to meet with a teacher or come to the office can park on the left side of the front drive.

In our efforts to continue providing a safe dismissal process for our students, we have established these guidelines:

- Every student must have a **regular dismissal routine** set up in advance for each day of the week.
- Students are assigned bus stops based on their home address.
- Students will be allowed **one alternate address for child care purposes only**.
- For your child's safety, no change of dismissal will be made unless the teacher or office has received **ADVANCED WRITTEN NOTIFICATION** from the parent/guardian (with detailed information and a parent/guardian's signature). We will not take transportation changes over the phone.
- Parents of Kindergarten students are expected to be at the bus stop at the drop-off time.

IMPORTANT: WE DO NOT ACCEPT END OF THE DAY DISMISSAL CHANGES OVER THE PHONE, unless it is a true *Emergency*. We realize that some changes might happen throughout the day. In these situations, **we ask that you make arrangements that will not disrupt your child's regular routine (i.e. have a friend or relative pick up your child at their bus stop, have an emergency contact pick them up from school).** *Changes in parent work schedules, doctor appointments, or the scheduling of play dates are not considered emergencies. It is very important to adhere to a consistent dismissal routine. If you do have an emergency please try to call **before 1:00 p.m.**

If your child's dismissal schedule and transportation should need to change permanently, due to a change in employment, childcare or home address, please notify the school office in writing at once.

TIPS:

- ★ Watch the weather and have a rain or snow plan. Traffic is heavier on these days. Walkers/Bike Riders will need a note in the morning if their dismissal plans are going to be different.
- ★ Consider parking a block away from prime drop off and pick up spots and walking to designated dismissal locations to pick up your student.
- ★ Please consider carpooling if you are not already.
- ★ Help reduce school's carpool traffic, save time and money - organize a walk-to-school group with your neighbors.

CARPOOL Lane Guidelines:

The following applies to both morning drop off and afternoon pick up. All MES students and families should abide by these guidelines to help the process flow smoothly and safely:

- if you arrive before the school bell rings, please turn off your engine - idling contributes to poor air quality
- be patient, courteous and drive slowly
- give driving your undivided attentions - turn off cell phones and electronic devices
- keep marked crosswalks clear
- prepare for child drop off before you arrive in the carpool lane
- communicate with your child about pick up plans
- parents are expected to release their child where the car stops in the carpool lane, there is no need to move closer to an entrance
- respect the staff and follow their directions at all times

- please do not exit the car, if your child needs assistance please wait for staff to assist them
- students should exit the car on the curb side only

Important Illinois School Zone Laws:

Poplar Street, Sixth Street and Harnett Street are marked as school zone areas

- school zone speed limit is always 20 miles per hour when school is in session and when children are present
- all school zones are no passing zones
- all cell phone use is prohibited while driving in a school zone
- children or adults in crosswalk area have the right-of-way, be prepared to stop