



## Morning Drop-Off Procedure

Stevenson School takes the responsibility of making sure students are safe while on the school property seriously. Therefore, these procedures are in place for student safety. As we continue to share and practice with our students the meaning of the word Ubuntu, we are asking our families to embrace the importance of working together for the greater good during arrival and dismissal.



- **Drop off in the right lane ONLY:** It is very dangerous for students to be dropped off in the left lane.
- **Please use the drop-off lane for dropping off**, not parking.
- Only use the forward designated parking spaces for parking: If you need to run into the building please park in the parking spaces NOT the drop-off lane. This causes traffic to back up.
- Please do not leave your car to walk your student to the door. We will have staff out there to help escort students to the appropriate place.
- **Doors open at 8:45** regardless of outside weather. (We will open on the bell): There will not be supervision outside the school prior to 8:45am.
- **Points of Entry**
  - Door E2 (North past butterfly garden)
    - Grades K-1-4
  - Front Doors
    - Grades 2-3-5
  - Bus Doors (In the back of the school)
    - School Buses and Daycare Buses
  - Late Arrival: (after 9:00am) - Please enter through the Front Doors
- Masks required
- There will be a Grab-and-Go Breakfast at each entry point.

## Dismissal Process

- Dismissal will begin at 3:10pm
- Walkers: Will exit the front doors. Parents provide students names to supervising teachers.
- Car riders: Students that are Car Riders will Exit Front Doors
  - Car riders: Use your child's name card and place it in your front window (passenger side) so we can see them.
- School Bus and Daycare: Will pick up in the back of the school.

**We appreciate your cooperation as we strive to do all we can for the safety of your children.**