

Stevens School

Student Drop Off / Pick Up Procedures

Arrival

- In the morning, students may be dropped off **AFTER** 8:50 a.m. Attendance is taken and school starts at 9:10. If there is a late opening, school starts at 10:40 and students can enter the building **AFTER** 10:20 AM.
- **Buses only** in the front loop.
- For safety reasons, **all adults** must enter school through the front doors near the office. If adults enter the building during school hours (8:50 – 3:35) they must **sign in** at the office and sign out upon leaving.
- Parents may pull into the side parking lot to drop students off at the curb in the AM. You may not park or leave your car along the curb. Staff will be at the curb to receive students. You will drive through the Dag Middle School driveway to exit.
- PM K and Pre K Drop Off: Children can be dropped off at the side starting at 12:45 p.m. A teacher or paraprofessional will greet children at the curb. Please do not park at the drop off area or in the loop.
- If you must come into the building in the morning, you must park your car **on the street**.

Dismissals

- **Teachers and staff will bring all walkers to the playscape area for dismissal.** Parents and caretakers must pick up walkers at the playscape in the yard. If you must come into the building, you must park on the street.
- If you drive here to meet your child in the yard, you **MUST** park on the street.
- AM K & Pre K Dismissal: Children are dismissed through the side doors at 11:55. The above rules apply for parking.

Parking

- There is **NO** parking in the front loop. It is now the Bus Loop as well as a fire lane.
- Do not park on the grass or block the sidewalks. Children must be able to use the crosswalks.
- Parking in handicap spaces is only allowed to vehicles with proper permits.
- **No Scooters** or motorized vehicles of any type are allowed on school yard, sidewalks or paths.
- **No Dogs** or pets are allowed on school property.
- During School hours, you may park on the street on the school side of Kondracki Lane as long as you follow the posted signs.
- Visitor parking is in the side parking lot.

Thank you for your cooperation in this matter.