

# MORNING DROP OFF INFORMATION



Dear Valued Parent/Guardian,

Welcome to the 2014/2015 school year! Please use this information sheet as a guide to make morning arrival and afternoon dismissal safe and efficient. We are proud that these procedures were created by collaboration between parents and SST staff members.

Sincerely,

SST-Discovery Administration

## All Students Arrival Policy - Arrival drop off times are 7:35 a.m. to 7:50 a.m.

- All drop-off traffic must form only **one lane** for the safety of students. Parents should pull up along curb and allow students to exit vehicle. Please do not park along curb. If you need more time with your child, please park in a designated parking spot.
- Please allow your student to exit the car as soon as you pull up on the sidewalk. Do not wait until you are at the entrance door.
- Drop off traffic flow should be continuous.
- Please follow the directions of the safety patrol and traffic monitors. Safety is our number one priority.
- Students must enter the school through the student entrance doors only. Parents will not be permitted to enter through the student entrance doors. Monitors will direct students into the cafeteria.

**Safety Reminder:** SST-Discovery monitors will arrive at 7:35 a.m. to open student entrance doors. Please do not leave your child(ren) unattended, as this is a safety hazard. SST-Discovery is not responsible for any student prior to 7:30 a.m. Please help us keep all of our students safe by following these procedures.

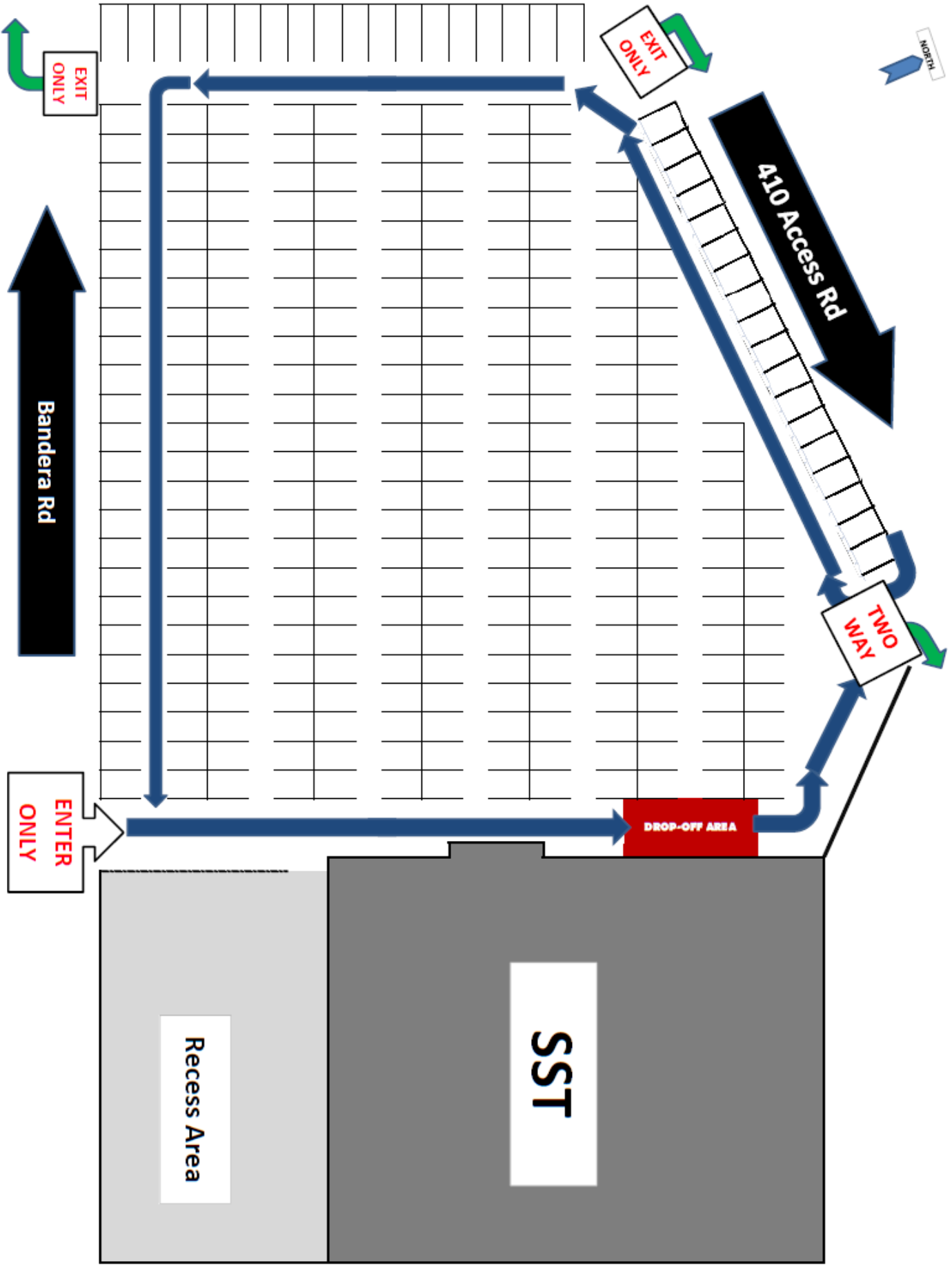
***Please respect the directions and procedures to ensure student and staff safety. Please refer to the map on the opposite side.***

### Do's for Arrival

- Follow speed limit
- Stop for pedestrians
- Respect traffic monitors directions
- All students must be dropped off at student entrance.

### Don'ts for Arrival

- Don't use cell phones.
- Don't park unless in designated areas.
- Don't form more than one lane for drop off.
- Don't drop off your student prior to 7:30 a.m.



# AFTERNOON DISMISSAL INFORMATION



## Elementary School Dismissal Policy - Dismissal pick-up is from 2:55 p.m.

- Parents of elementary students will enter through the playground entrance off of Bandera Road.
- Every car must park in a designated parking spot and walk into the recess area to sign out students. Please refer to the Elementary Parking zone on the map.
- Parents will **NOT** be allowed to drive up and pick up students or park along fence line. Everyone must park and walk.
- All elementary pickups **MUST** leave through the Bandera Road exit. (Near the vet office). Please refer to arrows on the map.

## Middle School Dismissal Policy - Dismissal pick-up is from 2:55 p.m.

- All middle school classes will dismiss through the student entrance door. (The same door used to enter the building in the morning)
- Parents of middle school students must enter through the 1-410 Access Road two way entrance and exit. (Directly after VIA bus stop.)
- Parents may park and walk to pick up students or follow the arrows to enter the parent drive up lane. There will only be one lane for pick up and all cars must follow the arrows on the map to enter this lane.
- There will be traffic monitors, student safety patrol, and cones directing traffic to run smoothly. Please refer to the designated Middle School Parking zone parking spaces on the map.
- If your student is not ready for pick up when you pull up, please circle around or park in a designated parking space. Please do not block the flow of traffic. This will save time for everyone.

**Siblings- Middle school students with siblings in elementary classes must dismiss with their classes through the student entrance door and walk to the recess area to meet their family.**

***\* Please respect the directions and procedures to ensure safety of students and staff.***

***Please refer to the map on the opposite side.***

Do's for Dismissal	Don'ts for Dismissal
<ul style="list-style-type: none"><li>• Follow speed limit</li><li>• Stop for pedestrians</li><li>• Respect traffic monitors directions</li></ul>	<ul style="list-style-type: none"><li>• Don't use cell phones.</li><li>• Don't park unless in designated areas.</li></ul>

NOTICE: Dismissal is from 2:55- 3:10 p.m. Students not picked up by 3:10 p.m. will be considered "late pick-up" and brought into the building to a designated holding area.



**LEGEND**

- Middle School Parking Zone
- Elementary Parking Zone
- Middle School Traffic Flow
- Elementary Traffic Flow