**Robbins’ Student Drop-off and Pick-up Safety Procedures**

While most students ride a bus, we do have safety procedures in place for those students being dropped off or picked up from school. Please read through these expectations. Every one of us: 500+ students, countless family members and 90 staff members appreciate your assistance in keeping every one of us safe.

As you read, please know that 99% of our families are very supportive and mindful of these expectations. We must remind each other to be cautious and practice care for all kids.

**Why is this document so important? Specifically,**

1. We want ALL kids to be safe;
2. We do have occasions where students are dropped off before staff report and those students may be unsupervised; and,
3. We do have occasions where students are not picked up after the dismissal bell and they are waiting up to an hour for a ride. Our staff supervises students until 3:50.

**General supervision times**

* Robbins’ staff begins playground supervision at 8:30.
* Students cannot be dropped off prior to 8:30. Families who use the YMCA Day Care have received directions from them.
* Only breakfast kids, safety patrol, and enrolled YMCA kids can enter the building prior to the 8:45 bell. All others must wait for the bell unless a teacher is meeting the student at the front door.
* The building will be open at 8:30 for inclement weather and will be supervised.
* Robbins’ dismissal bell is at 3:45. Robbins’ staff are not able to supervise kids after 3:50 so please plan accordingly.

**Cars dropping off or picking up students**

* Drivers must use the south parking lot for dropping off students and picking up students. Cars should drive along the curb, stop for their child, and then leave. Parents MAY NOT park on the curve and leave their car unattended.
* Please be mindful of any cones, yield signs and 5 mph while in the parking lot.
* Please do not park in the handicapped parking zones unless you have a sticker.
* As for the west parking lot, it is reserved for the busses and staff only.
* Unfortunately, we do not have enough space in our west lot for all staff and extended visitors to park, so the south parking lot is our overflow parking.
* Teachers have reminded students that the pick-up is only in the south parking lot. Please do not ask your child to meet you anywhere else.
* Parking is not allowed on the street that wraps around the school, for it is only one lane going each way and is the route our busses must use to get into the west parking lot. Parking on the street around school is a traffic violation enforced by the police department.
* Be particularly mindful of afternoon pick-up as that can be very congested, yet it goes very smooth and quick. Morning drop-off is pretty smooth.

**Picking up/returning students during the day for appointments, at dismissal, etc.**

* Park your vehicle in the south parking lot and enter through door number 1.
* Report to the office to sign your child out or back in.
* If checking out, please have a seat in the office area. Your child will be called from the classroom and he/she will join you in the office.
* When returning a student to school after an appointment, etc. they must be walked to the office by an adult. After checking in, the student will walk by him/herself or with a staff member to the classroom in order to avoid disruptions.

AN01548_Again, THANKS for your considerate driving and focus on safety.