

# Penny Creek Elementary Arrival and Dismissal Procedures

## **ARRIVAL: supervision will begin at 9:00 a.m.**

### **Parent drop off/pick up (Ferry Lanes) - drive up and drop off student, while remaining in the car.**

- This is supervised until 9:10 a.m.
  - Enter the parking lot through the west entrance.
  - Turn right into the Parent drop off/pick up lane loop.
  - Follow the Parent drop off/pick up lane around in front of the gym. Pulling forward to the undercover playground area.
  - Stay in the right lane, making sure to drive slowly.
  - Driver remains in the car.
  - When the car comes to a complete stop, the student unloads from the passenger curb side door.
  - Students will walk through the undercover area and on to the campus.
  - Driver departs from the Parent drop off/pick up (ferry lanes) by following the lane to the west exit on to 132<sup>nd</sup> Street SE.

### **Parking car at main parking lot and walking families – parking car to drop off student.**

- Park car in main parking lot and walk on to campus using the crosswalk.
- Parents walk students to the front iron gate drop off point by the office (blue area on map).

**Arrival after 9:15 a.m. - park your vehicle and walk your student to the office. A guardian or designee will need to sign in your student at the office. Students arriving after 9:15 a.m. will be tardy.**

## **DISMISSAL: begins at 3:30 p.m. on Mondays-Thursdays and 2:15 p.m. on Fridays**

### **Parent drop off/pick up (Ferry Lanes) - drive up and pick up their student, while remaining in the car.**

- This is supervised until 3:45 p.m. on Mondays-Thursdays and 2:30 p.m. on Fridays.
  - Enter the parking lot through the west entrance.
  - Turn right into the Parent drop off/pick up lane loop. There are three ferry style lanes to wait in.
  - Penny Creek staff member will release each ferry lane in an orderly manner.
  - When the lane is released, follow the Parent drop off/pick up line to the front of the undercover playground area.
  - Make sure to drive slowly and to pull as far forward as possible. Students will be waiting in the undercover area.
  - Driver remains in the car.
  - When the car comes to a complete stop, the student will load into the car from the passenger curb side door.
  - Driver departs from the Parent drop off/pick up by following the lane to the west exit on 132<sup>nd</sup> Street SE.

### **Parking car at main parking lot and walking families – park car to pick up students at departure time.**

- Park car in main parking lot and walk on to campus using the crosswalk.
- Parents wait for students to be released from the doors located between Office and Kindergarten Playground (green area on map).

