

North Prairie Drop Off and Pick Up Procedures

AM is Different than PM

For the safety of everyone, we ask that you read and follow these procedures. If you have someone other than yourself drop off or pick up your children, please share this information with them.

Morning Drop off procedures

- **Do not drop off students before 7:20 A.M.** There is no supervision before this time.
- Due to the change in times, teachers will provide assistance for students after school. **Students will not be allowed into the building before school** unless they have a written note from a teacher. The library will not be open in the morning.
- The traffic flow in our parking lot has been reversed this year. All cars should enter the main parking lot using the south entrance and exit from the north entrance. The rear access road will be blocked from cars in the morning and afternoon.
- Drop off your child at the sidewalk along the front of the school. Students who arrive before 7:35 will need to wait in the southwest parking lot until the entry bell rings.
- If you need to park your car or come into the school building you may circle around in front of the school and then enter the parking bays from the north side. Please do not park in front of the school and block traffic, the driveway should always be kept free for through traffic.

End of Day Pick Up Procedures

(See diagram on back)

- Enter the lot using the south entrance. Line up in rows in the parking lot (see diagram).
- Students who are being picked up will use the main (east) entrance and go to the parking lot to find their rides. Students who are walking or riding their bikes will leave through the north and south exits. Students using the south exit will use the designated walking/biking path along the south edge of the parking lot (see diagram).
- When the majority of students have found their rides and the parking lot is clear, the traffic director will dismiss the eastern most line first (line A on the diagram) and then continue to dismiss each additional line in order. Please do not pull out of your line or attempt to exit until the traffic director has dismissed your line.
- If your child does not make it to your car by the time your row is dismissed you will be required to exit the parking lot and then circle back again to pick up your child. If you need to circle back to pick up your child you may turn right on North Avenue. It will be important for you to stress to your child to watch for your vehicle so they can load promptly.
- For the protection of the walkers and bike riders, **ALL traffic will be directed to go north on North Avenue.** Please do not turn right onto North Avenue unless you need to circle back to the parking lot to pick up your child. We encourage the majority of you to use 5th Street to leave the area. 6th and 7th Street will have numerous students walking on the road and will be slower and more hazardous.

North Prairie Student Pick Up Diagram

