

Parent Drop-off/Pick-up Procedures for LAEC Parents

It is extremely important for everyone to follow our drop-off/pick-up procedures to ensure student safety

A.M. Drop-Off

Students may be dropped off between 8:05 a.m. and 8:25 a.m. **Students coming in after 8:25 a.m. must be accompanied by a parent into the office to be signed in.** Do not bring students to school before 8:05 a.m. Those students who arrive after 8:25 a.m. will be considered tardy and **must** be accompanied by a parent/guardian to be signed in at the office. **Three unexcused tardies will result in a lunch detention.**

Parents should enter Union Street from 9th Street and follow the road around and right on to Indian Lane, to the far entrance of the Elementary Center. Turn left into the Elementary Center parking lot. Please stay in line. Staff will open doors for the students to get out of the cars.

Exit the parking lot by making a right on Indian Lane. Follow Indian Lane, making a left onto Union St. and return to 9th Street. Follow posted traffic signs at this intersection. Busses will be entering Indian Lane from Mahoning Street, so please watch for cross traffic when entering/exiting school grounds.

Both cars and buses may drive into our school driveway beginning at 8:05 a.m. daily. Be sure to give yourself enough time to safely drop-off students on time.

There is absolutely no passing allowed within the parking lot, unless directed by a staff member.

Staff will be positioned to assist children out of vehicles and buses. Please do not exit your car when dropping children off while in the drop off line, as this will cause traffic to become stagnant. All parents are asked to stay in an orderly line during parent drop-off and pick-up. Pull forward as far as possible before stopping – watch for staff directions. Students are asked to exit all vehicles on the passenger side so they are not walking between traffic. Students should wait inside of the vehicle until they are at or near a staff member to exit the vehicle.

PM Pick-Up

Riders: Afternoon parent pick up for riders will follow the same traffic pattern as morning drop-off. Parents/Guardians may begin entering the lot at 2:45 p.m. Due to the flow of traffic, please do not arrive prior to 2:45. Staff will assist students getting into vehicles. Please do not get out of your car while in the line. Please put a sign in your window indicating the child(ren) (name and grade level) you are picking up.

Walkers: “Walkers” are considered students who are walking home from school. Parents of walkers should **not** park in the parking lot. Dismissal from the Primary entrance will be at 3:05 p.m., for all grade level walkers.

Only students who have **written permission** for walker or rider pick-up will be dismissed this way. **If this is not their normal dismissal procedure, a note must be sent to school with student.**

When students enter your vehicle to leave school, please make sure your child is buckled in the proper seat to follow state seat belt laws.

*****REMINDER:** We are working hard to create a safe, smooth traffic pattern to ensure all students are safe during drop-off and pick-up times. Please adhere to all traffic patterns. **Give yourself ample time in the morning and afternoon to safely follow our procedures.** Please be aware of the crosswalk areas on our school campus and yield to pedestrians in the crosswalk, as there will be more walking students. If you have any questions about our traffic procedures, please do not hesitate to call the school office at 610-377-7880 to speak with a School Police Officer.