

## **PICK UP/DROP OFF PROCEDURES FOR PES & PHS**

1. Purpose. To establish procedures for drop off/pick up of car riding PES & PHS children. These procedures will be used Monday through Friday during school year. Drop off times are established as 0730 to 0830 hours and pick up times are established as 1345 to 1445.

2. Procedures.

a. Drop off (morning):

1) Parents will proceed down New York Strasse towards the schools. If parents are dropping off their children, they will bear right in to the drop off lane at building 2312 (lane is painted). Parents will then proceed as far down the lane as feasible, say good-bye to their child or children, stop their vehicle at the curb, allow their children to exit and safely leave the drop off lane and merge back into traffic.

2) At no time will parents leave their vehicles during this procedure. The time limit for dropping off children is no longer than three minutes. In accordance with PES guidance, kindergarten children are classified as on school property when they are dropped off safely at the curb in front of the school.

3) If parents need to go in to school with their children, or feel they need to walk their children to their classroom, they will find a general parking space on New York Strasse, park legally and walk their child in to school. Double parking is not allowed.

b. Pick-up (afternoon):

1) Parents will proceed down New York Strasse towards the schools. When picking up children, they will bear right in to the drop off lane at building 2312. Parents will then proceed as far down the lane as feasible, stop, pick-up their child or children, and safely leave the drop off lane and merge back into traffic.

2) If your child is not in the pick-up lane when you arrive, you will need to exit the pick-up lane and proceed around the block to pick your child up or legally park your vehicle and go get your child.

3) Double parking and leaving your vehicle while it is in the pick up lane or in traffic is not allowed. A vehicle found doing this could be towed by the military police without warning.