



# Durbin Creek Elementary School

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Student Name

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Grade Number

# Durbin Creek Elementary School

## AFTERNOON PARENT PICK-UP PROCEDURES

Parent pick-up students dismiss at 2:45 p.m. - 1:45 pm on Wednesdays

Please do not enter the parking lot before 2:40 to allow afternoon employees to park before beginning their shift.

Drivers are to enter the campus at the east entrance parking lot in order to allow as many vehicles to proceed as possible. Students will be dismissed from the double doors to the left of the front entrance and will be organized by grade level along the front sidewalk.

As vehicles approach the front sidewalks, a staff member will call child's name and grade level to staff members supervising the students. Please encourage your child to watch and listen to the adults caring for them. The goal is to have children ready and waiting in the order they are called.

Siblings or carpool members are to sit together with the YOUNGEST child's grade level.

In order to facilitate a safe and timely dismissal, please note the following:

**NO talking or texting on your cell phone during the parent pick-up process.**

**DISPLAY SIGN ON WINDOW OR HANG FROM REAR VIEW MIRROR** Display the car tag where it can be seen at a distance. Car Tags on the dashboard are difficult to read.

**PULL FORWARD AS FAR AS POSSIBLE** (we will direct your child to you) to allow as many cars to load as possible at one time. This might require passing your child for a moment.

**BE AWARE!** Watch for students near the edge of sidewalk before driving forward. Children might be coming from BEHIND you as well. Sideview mirrors are at head-level of young students!

**DO NOT PARK AND ATTEMPT TO INTERCEPT YOUR CHILD AS STUDENTS EXIT THE BUILDING.** Anyone doing so will be directed to the front office to present I.D. before a child is released.

**THERE IS NO NEED TO ARRIVE BEFORE 2:45.** Our experience is that all car riders are picked up in less than 25 minutes, once our routine has been established.

**SAFETY IS OUR PRIMARY CONCERN.**

Thank you for your support!

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