

Pioneer Trail Drop Off/Pick Up Procedures

Morning Drop Off

- Student supervision begins at 7:00 A.M. Students will enter school using the side entrance by the gym.
- When dropping students in the morning, please pull forward as traffic allows. This makes the process routine and predictable for kids and adults dropping off students.
- If your student needs assistance exiting the vehicle, please be prepared to pull into a parking spot off to the side. Students will need to be escorted across traffic by whomever is dropping them off.
- Please stay in the yellow line unless there is an emergency. This is a safety concern for students exiting vehicles.
- Side doors lock at 7:45 A.M. At this time, students will need to check in through the front office.

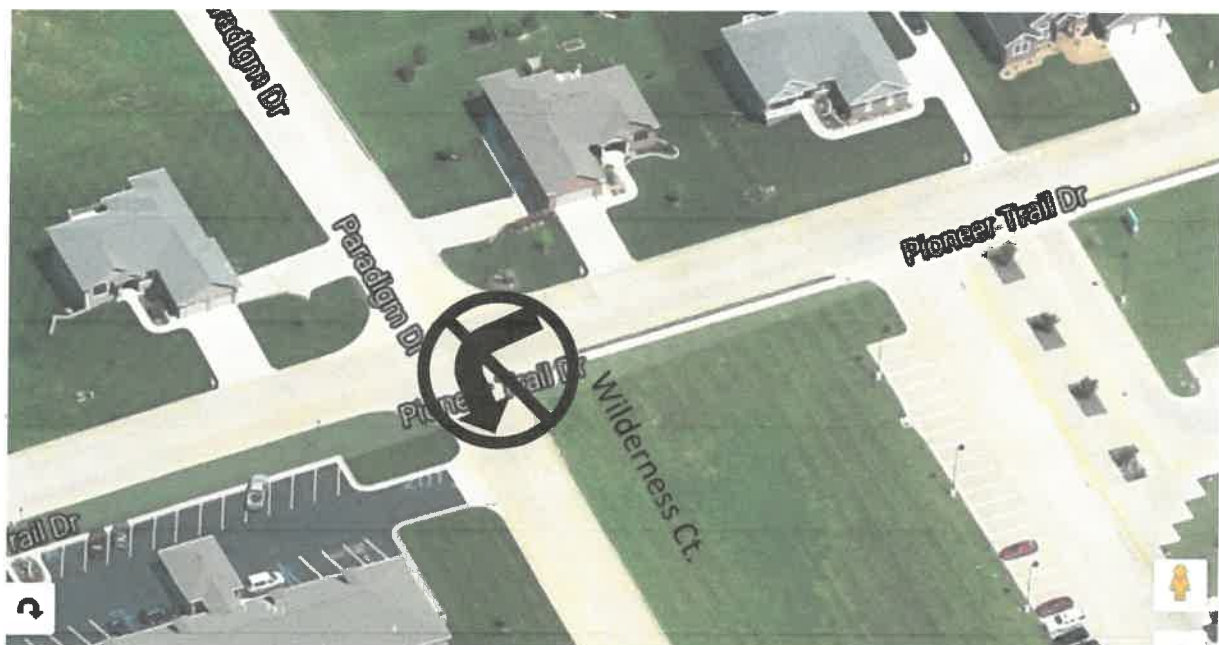
Afternoon Pick Up

- Dismissal begins at 2:35 P.M. and ends at 3:00. Any adult arriving after 3:00 will have to pick up their student from the office.
- Students will be sent home by the means indicated on the transportation form filled out at the beginning of the year. **CHANGES IN TRANSPORTATION WILL ONLY BE MADE VIA WRITTEN NOTE FROM A GUARDIAN OR A PHONE CALL TO THE OFFICE.**
- Be sure to have an up to date tag from the office with your student's name on it. Students will not be released in the car rider line without one.
- Pick up begins with three lanes for the first round of cars and goes to two lanes every round after that.
- Cars will not move until the staff member at the front of the line has verified that all students have made it to their vehicle.

Here is a general flow of traffic for morning drop-off and afternoon pickup.



Due to disruption in the general flow of traffic we ask that traffic arriving from the roundabout north of school not to make a left turn onto Wilderness Court.



Afternoon pick up starts with three lanes during the first round of pickup. Traffic goes to two lanes starting on the curve. At the cul de sac traffic goes to one lane all the way to Pioneer Trail Drive.



These three entrances to Castleparke NEED to be left unimpeded by traffic. If anything happens and emergency vehicles are unable to gain entry to these areas the school may be held liable.



The front of the school is reserved for buses. Buses make pick-ups and drops at multiple schools throughout the day in the morning and afternoon. We ask that these areas are left free from car rider traffic.

