

STUDENT DROP-OFF AND PICK-UP PROCEDURES FOR GRADES TK-8

Your undivided attention while driving in and around campus is crucial for the safety of all students and staff! Cell phone use is prohibited while driving on the school grounds.

To ensure a safe, effective drop-off and pick-up, we ask you to follow the procedures outlined below:

- All parking placards need to be visible from your front passenger-side visor, so our staff knows where to direct you through the traffic lane.
- Proceed as directed by a staff member and follow the indicated signs.
- Make sure your children are ready to exit the vehicle with backpacks and lunches in hand. Staff is available to help your child(ren) if needed; parents should refrain from exiting their vehicle, as this causes delays in the traffic flow.

7:10 a.m.- The driveway entrance off of Antonio Parkway closes to all traffic. Cars must enter through the PEB driveway on Avenida de las Banderas.

7:40 a.m.- The PEB driveway on Avenida de las Banderas closes and cars must then enter off of Antonio Parkway.

7:55 a.m.- TK-8 students will be required to go to the School Office for a late slip.

TK & Kindergarten Drop-off

TK and/or Kindergarten vehicles must display their green placard and turn on their hazard lights so that they are identified as TK or Kindergarten to all traffic staff; you will be directed to the Preschool/TK/K drop-off area.

Extended Care Morning Drop-off: 6:30 a.m. to 7:10 a.m.

Enter the parking lot from Antonio Parkway. You may choose to drop your child off at the chapel gate to the staff member that is present, or you may walk them in. You may not leave your child unattended. Once your child is on campus, an extended care staff member will sign them in.

MORNING DROP-OFF MAP



Afternoon Pick-up

- **TK-2:** 2:00 - 2:15 p.m. (Regular Days) 11:30 - 11:45 a.m. (Minimum Days)
 - Enter the PEB driveway on Avenida de las Banderas which opens at 1:45 p.m. (11:15 a.m. minimum days)
 - **Do not** arrive earlier, as this causes major traffic congestion for the neighborhood.
 - Stop in the PEB drive lanes as directed by a staff member. Remain in your vehicle and your children will come to you.
- **Grades 3 - 8** (and TK-2 "Later-Gators"*): 2:40 - 3:00 p.m. (Regular Days) 12:05 - 12:35 p.m. (Minimum Days)
 - *"Later Gators" are TK-2 students with older siblings or carpools who will wait until the later dismissal of the day for departure.
 - The parking lot closes to incoming traffic at 2:25 p.m. (Regular Days) and 11:55 a.m. (Minimum Days).
 - Do not arrive before 2:20 p.m. as you will interfere with the earlier dismissal procedure and will be directed to circle around until all of the 2:00 p.m. dismissal traffic has cleared.
 - Enter the PEB driveway on Avenida de las Banderas.
 - As you enter the inner road, you will be directed by a staff member on which lane to enter.
 - Stop your car on the inner road staging area.
 - The name(s) displayed on your placard will be announced.
 - Proceed as directed by staff members to exit the campus through the Antonio driveway.

AFTERNOON PICK-UP MAP



Special Notes Regarding Drop-Off and Pick-Up:

- When exiting campus onto Antonio Parkway, please use caution and courtesy. An attempt to cross three lanes is dangerous and holds up the entire flow of traffic in the lot. An immediate right-hand turn onto Antonio, and then a U-turn at Empresa, is much safer and would be appreciated by the drivers waiting in line behind you.
- At NO TIME during morning drop-off or afternoon pick-up are you allowed to be in, drive through, or use the Memorial Care Health Facility parking lot.
- The adjacent neighborhood, Cabrillo Vista, located to the North of the PEB, has a City of RSM Parking Permit Program which is in effect on school days from 7:00 a.m. to 9:00 a.m. and 2:00 p.m. to 4:00 p.m. Vehicles parked without a valid city-issued permit will be ticketed.

MORNING DROP-OFF MAP: Student Drop-off Locations

Your child can be dropped off anywhere along on traffic pattern where there are green lines indicated in the example below.

