

Kipling Pick Up and Drop off Procedures

ARRIVAL AND DISMISSAL PROCEDURES

Please share this information with your spouse and childcare providers.

- The front door faces north. It is in the middle of the building, near the flagpole. For safety purposes, all visitors and volunteers must ring the doorbell and be buzzed in, then enter directly into the office area where they will sign in and be given a badge.
- Please do not use Kipling Place for automobile drop-offs and/or pickups between 8:15 a.m. and 3:45 p.m. Kipling Place is for buses only. There is no parking on Kipling Place at any time.
- Before and After School Child Care students, as well as students who participate in before school music programs are to be dropped off at the Kipling Place entrance. The door will be opened for you upon arrival. Parking is not allowed along the Kipling Place bus lane. After School Care students are to be picked up at the Kipling Place entrance.
- On inclement weather days, look for a green sign hanging on the doors telling the children it is okay to come in. They may enter through any door and go straight to the lockers where supervision will be provided beginning at 8:20 a.m. Supervisors will be at every door. Walkers should not arrive at school before 8:20 a.m.
- On good weather days, look for a red sign hanging on the doors. Children will stay outside until the bell rings at 8:33 a.m. Walkers should not arrive at school before 8:20 a.m.
- If you pick up your child(ren) during school (for a doctor's appointment or to take them out to lunch, for example), please use the circle drive. This way, the office staff can make sure your children are supervised until you pull up.
- The "dumpster driveway" on Kipling Place is off limits all day to everyone but staff, delivery, and sanitation trucks. Please do not use this drive as a turn around as it is unsafe for children. Please also be good neighbors to the residents on the east side of Kipling Place and refrain from using their driveways.

TRAFFIC PLAN: MORNING DROPOFF

The traffic plan for arrival in the morning if you plan to WALK your child to the playground:

- Proceed by car to a legal parking spot. No parking is allowed on the north side of the driveway adjacent to the Historic Village. Your child will walk around the building to the playground area assigned to his/her grade. Unless there is inclement weather, the children may not cut through the building.

The traffic plan for arrival in the morning if you plan to STAY IN YOUR CAR and just drop off your child:

- There is "No Left Turn" into the circle drive between 8:20-9:00 a.m. and again between 3:00- 3:40 p.m.
- Drive to the very western end of the parking lot. Use the turn around, then drive east adjacent to the field and drop your child anywhere along the school curb to the 4th grade blacktop until 8:40 a.m. All kindergarten through fourth grade children will be dropped off here. Please be courteous and pull up to close the gaps between cars. Children will walk around the building to their designated entrance spots. Fifth graders may be dropped off near the front northeast doors.
- Leave the parking lot by driving east to Kipling Place.

Exception to the morning traffic plan on inclement weather days:

- Drive to the western end of the parking lot and make a U-turn.
- While waiting in the traffic line, pull into the circle drive. Your children will enter either set of front doors on inclement weather days to wait at their lockers for the bell.

TRAFFIC PLAN: AFTERNOON PICK UP

At the end of the day, teachers will escort students who ride the bus to the MPR. Bus students line up in the gym and are walked to their buses when they arrive. Walkers will leave through the door that is closest to their walking routes.

Students who are being picked up by car will leave through the north doors (facing the parking lot). Please designate a meeting spot with your children and pick them up curbside. DO NOT MOTION CHILDREN TO ENTER THE PARKING LOT UNESCORTED.

The traffic plan for dismissal in the afternoon is as follows:

- Pull into the parking lot.
- Either park in a legal parking spot or pick up anywhere along the school side curb or circle drive.
- Please pull up to close the gaps to avoid long traffic snarls.
- Only adult escorted children may cross through traffic to get to your car.
- We highly recommend you use the bus service if you are eligible.
- We appreciate carpooling with other parents to further reduce the number of cars around our school.

PLEASE REMEMBER THAT USING YOUR CELL PHONE WITHIN 500 FEET OF A SCHOOL IS ILLEGAL!

With everyone's cooperation, the traffic will move smoothly. Your children's safety is our top priority!