



Parent Pick-Up Procedures

Parent drop off and pick up will be located in the back of the campus at the FEMA shelter.

The goal of the Parent Pick-Up program is to provide a safe, convenient departure for students and parents after school. East Elementary staff members will supervise students until they are dismissed to the proper vehicle or adult with a KIDaccount card (valid ID if you don't have KidAccount). Dismissal of students will begin at 3:30 p.m. (*There may be alternate times put into place due to social distancing requirements, so please make sure your email address is up to date, and that you follow the East Facebook page.*) **All students need to be picked up no later than 3:45 p.m. If you arrive after 3:45, please pick your student up in the front office.**

Each parent/guardian will receive two complimentary KIDaccount cards. If you lose a card or need extras, we will gladly make them for \$2 per card.

We appreciate your cooperation in using the following procedures when picking up your student(s) at dismissal time. Please note that there are two ways you can use Parent Pick-Up: Vehicle Parent Pick-Up or Walk-Up Parent Pick-Up.

Vehicle Pick-Up Procedures:

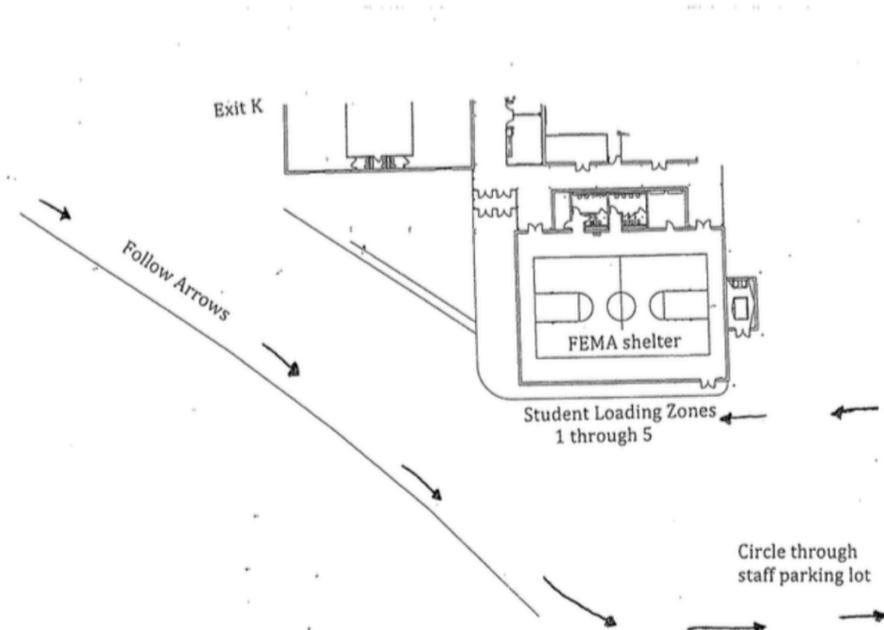
Please-Do not begin lining up in the loop prior to 3:10.

1. Pull your vehicle all the way around the parking lot following the arrows and yellow lines.
2. When merging, please take turns and be respectful of the other parents.
3. Please have your KIDaccount card ready for scanning upon arrival.
Please be advised, we will not dismiss without this card or a government issued photo ID.
4. Your student(s) will be sent to a cone to await loading in the vehicle. They may check for a photo ID periodically. **Students MUST get into the PASSENGER/CURB side of the vehicle for safety purposes, and must be able to open the door and buckle up without help. If your student still needs help to do this, please park and do parent walk up instead of the drive. through loop.**
5. Remain in a single file line and watch our staff members for direction. We will have an overflow line that you may be directed to if we get backed up onto main thoroughfares. You may need to pull into a parking space if your student is not ready to load into the vehicle at the cone.
6. Please plan ahead if you will vary from your normal routine during dismissal. Any change from a bus to a parent pick up must be made in the office prior to 2:45 p.m. in person. No changes to buses may be made unless you have completed the reservation process over the summer.

Face-To-Face/Walk-Up Procedures:

If you are a parent that parks and walks to pick up your student(s) you will form a line (6-feet social distancing) at the FEMA shelter glass entry. Please have your KIDaccount card with you, as we will not release students without this card. If you have forgotten your card, you will need to have your photo ID ready to be checked in Tyler SIS.

We know that Parent Pick-Up requires patience and we appreciate that. Our staff is responsible for getting at least 300 children home safely through this system. Please help ensure the safety of all students, parents, and staff by adhering to these procedures.



Please follow the arrows on the visual to the left if you are using the drive through loop. There may be a need to use the overflow lanes (pictures below). Please be patient, kind, and await staff instructions in both the regular lane and the overflow lane. We do our best to assure the order in which you arrive is the order in which you receive your child.

