

# Roosevelt Elementary

## Drop off and Pick Up Procedures

*Our GOAL is SAFETY for all children*

All pick up and drop off areas are designated for safety as NO CELL PHONE ZONES

**Below are things to keep in mind when dropping off in the morning:**

- Please do not drop children off before 7:10 am.
- Enter carline on Concordia south of San Luis street.
- Drop off is available from San Luis to the main gate on Obispo – have your child unload while the carline is stopped at a cone. Having 10 cars unload at one time makes the line most effective.
- Please make sure your child exits on the right side of the car.
- When you pull up to carline please have your child ready for drop off, unbuckle, get backpack, and give a quick goodbye.
- Stay in the carline do not pull parallel to the carline to exit, Concordia is a two way street.
- Parking on Tacon and Obispo slows down the carline by hampering the exits and making it very difficult for pedestrians; please consider using the carline, walking routes or the bus.
- Approved Crosswalks- Concordia and San Luis, Concordia and Obispo. Concordia and Tacon is not an approved location to cross. We do not have a crossing guard you are responsible for walking your child across the crosswalk.
- The staff and safety patrols are present to facilitate a safe start to the day. If we all try to be part of the solution we can help to keep our students safe at Roosevelt! We appreciate your help!

**Below are things to keep in mind when picking up in the afternoon:**

- Unless there is an emergency, please be sure that your child knows of any changes in pick up before coming to school.
- At the beginning of the year, the carline is slow, however, once the process is synchronized, we are typically finished by 2:15 so please follow procedures closely and have patience.
- The teacher will call your name as it is displayed on your car tag. Please listen for the pickup number for your name and move forward to the number that was called. The numbers are posted on the fence and cones are visible. Our goal is to call 10 names at a time and to load 10 cars before moving forward. The teachers are trying to keep your students safe, so we ask that you follow their direction.
- If someone else is picking up, please make sure they display the family name on their visor and that they have a copy of these procedures.
- We ask that you keep the name on the visor and that you not drive holding it out the window.

## **WALKER PICK UP LOCATIONS AND PROCEDURES**

***Please do not drive and park in the neighborhoods near the school to pick up your child/children.*** All students that are car riders will meet you on Concordia.

**Pick up Locations and procedures for ALL students walking home that are being met by a parent.**

PICK UP LOCATIONS-You must have a car tag or a picture of the car tag on your phone to pick up your student.

- In the front of the school
- The gate on San Luis by the playground
- The gate on Concordia near San Pedro behind the grade 1 wing

Please arrive at 1:55 (Tuesday-Friday) and 12:55 (Monday) to pick up your student at one of the above locations. A teacher will walk a group of students to the location to ensure safety. We ask that you adhere to the pick-up locations to limit car pool line and dismissal confusion.