

# Longan Elementary Drop Off and Pick Up Procedures

## Morning Drop-Off

1. Please enter the parking lot at the access on Frankham Rd/Crystalwood LN. Please do not park on Maplevue Ave or drop off in the street for the safety of the students and courtesy of our neighbors.
2. Follow the line of traffic pulling as far into the car ride loop as possible to accommodate as many vehicles as possible.
3. Beginning at 7:50, students will be allowed to exit vehicles to begin the day. Please do not allow students out of the cars prior to the bell.
3. Follow the loop around, pulling as far up as you can. Please remain in your car. After students are safely on the sidewalk, please pull forward. Please DO NOT pull around other cars unloading.
4. A cross walk is located by the flag pole and monitored by staff, allowing parents and students to safely cross the line of traffic. Please do not drop children off in the parking lot and let them cross alone in front of the cars in the parent drop-off line. Park in the designated spaces in the parking lot and walk your child to the flag pole where staff can assist them in entering the school building safely.
5. Please do not enter/park in the bus loop as this will be in use and is a fire lane.

## Afternoon Pick-Up

1. Please enter the parking lot at the access on Frankham Rd/Crystalwood LN. Please do not park on Maplevue Ave for the safety of the students and courtesy of our neighbors.
2. Follow the line of traffic pulling as far into the car ride loop as possible to accommodate as many vehicles as possible.
3. Beginning at 2:40, students will be dismissed by staff to cars with current Parent Pick-Up forms in the window. Please remain in your car.
4. Please pull forward to exit once your student is safely loaded and buckled. Please DO NOT pull around other cars that are loading.
5. If walking-up to pick-up, please park in designated parking spaces and use the cross walk located by the flag pole which is monitored by staff, allowing parents and students to safely cross the line of traffic. Students will be dismissed as walk-up at 2:50pm. Photo identification is required for anyone picking-up a student. They must also be on the authorized pick-up list.
6. Please do not enter/park in the bus loop as this will be in use, is a fire lane, and students will not be released to you from that location.

