

# **“OPERATION COOPERATION”**

## **IMPORTANT IMPORTANT IMPORTANT**

### **DROP OFF/PICK UP PROCEDURES**

#### **REMINDER**

Dear Parents,

Student drop off/pick up is the same as last year. Safety is our number one priority! Please be ready to produce ID if we don't know you yet. Also, we need to make sure our students know the proper procedures of staying put until a vehicle is completely stopped and that they should enter the vehicle **ONLY** on the side of the sidewalk.

#### **Drop off in the morning –**

- **Parents will not be allowed to enter the parking lot from 8:00 – 8:25.** The parking lot is our designated area for bus drop off.
- Parents will turn left into the loop (the first drive).
- Circle around the loop staying to the left and drop your child off at the north door.
- **Students should be in the back seat and exit out the driver side door. Please do not allow your child to exit out the passenger side of the car as they will be exiting into traffic.**
- Please say your goodbyes before the unloading area. This will help to keep traffic moving.
- Parents are to remain inside their cars – do not leave your car unattended.
- After your child exits the car, continue through the loop and turn right to exit the school.
- Students can be dropped off beginning at 8:05 a.m. and head to the cafeteria until the bell rings at 8:15.
- If your child is tardy and arrives after 8:25, please drop him/her off at the office doors.
- At all times, please be courteous to the staff and to other drivers.

## Pick Up in the afternoon –

- School dismissal is at 3:30 p.m.
- Parents who pick up their children daily or occasionally will be issued a dashboard sign with their child's last name.
- This sign is VERY important as you MUST have it displayed on your dashboard on the driver's side in order to pick up your child(ren).
- If you do not have your sign, you will be asked to pull into the parking lot, after the busses have cleared, park in a spot and enter the school to sign your child out.
- After turning into the school, please turn left into the loop (first drive) and circle around the loop.
- **PLEASE STAY TO THE LEFT AND STAY IN LINE.**
- Someone will be stationed on the sidewalk to read your dashboard sign and radio that you are here to pick up your child.
- You will continue along the left side of the loop until you reach the north door where your child will be released.
- Parents are to remain in their vehicle. DO NOT leave your vehicle unattended.
- **The parking lot will not be accessible to parents from 3:00 – 3:40 as this is the area for bussing.**
- DO NOT WALK UP TO THE PICK UP DOORS. Everyone needs to exercise patience and we can move the line along if everyone would stay in their car and use the loop to pick up their child(ren)
- At all times, please be courteous to the staff and to other drivers.
- If you have to pick your child up early from school, please arrange to pick him/her up prior to 3:00 p.m.
- If you are running late and arrive after 3:40 p.m. and the busses have cleared, please have your dashboard sign visible on the passenger side of the car and pull up to the doors by the office.

## **Please Note - the following is Michigan Law:**

### **Michigan's Child Passenger Safety Law requires:**

- Children younger than age 4 to ride in a car seat in the rear seat if the vehicle has a rear seat. If all available rear seats are occupied by children under 4, then a child under 4 may ride in a car seat in the front seat. A child in a rear-facing car seat may only ride in the front seat if the airbag is turned off.
- Children are to be properly buckled in a car seat or booster seat until they are 8 years old or 4-feet-9-inches tall. Children must ride in a seat until they reach the age requirement or the height requirement, whichever comes first.
- Children under the age of 16 must be properly buckled in the **back seat of a car.**

Student safety is our number one priority and our parking lot is not designed to handle the number of vehicles that come to campus at the beginning and end of each school day. Your patience, understanding and support of "Operation Cooperation" is greatly appreciated. The Barhitte Staff will do everything they can to encourage parents to follow the rules and maintain the flow of traffic. The staff knows that your time is precious, but the safety of every student is our number one priority.

We hope you find this as a convenience. You no longer have to come into the building on rainy days, in snowy weather and your child will have curbside service.

Thank you,

Ms. Debra McCollum

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