

Brookfield R-III School District

Drop-Off/Pick-Up Procedures (Updated 2020)

Student, Staff, and Parent Safety is our First Priority

Please know that school parking lots are 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 is greatly appreciated. The Brookfield R-III Staff does everything they can to encourage parents to follow the parking lot rules and maximize the flow of traffic. The staff knows that your time is precious, but the safety of our students, staff, and parents is our first priority.

This year, due to an increase in the number of parents/guardians who will be transporting students to and from school, we are making an adjustment to our procedures, specifically the Parent Pick-Up procedures. Instead of parents being asked to enter campus from business Highway 36, we are asking that parents enter the campus using the main drive, just as you do for morning drop-off. Afternoon buses will be using Tiny Tot Drive to load.

Student Drop-Off in the Morning:

- **Students can be dropped off beginning at 7:15 a.m. Doors will be locked until that time.**
- Parents are asked to enter the parking lot by way of the main drive on the north side of the campus, turning into the drive from Pershing Road.
- Parents are asked to stay in the right lane as you move through the lot.
- Parents who are only dropping off HS students will use the circle drive north of the HS. HS students will enter the building using the north door of the cafeteria. After HS students have been dropped off, parents are asked to exit the lot as it is not necessary to pass by the HS or the ES/MS buildings.
- Parents who need to drop off ES or MS students are asked to stay in the right lane, unless buses are unloading students at the HS in the right lane. In this case, please maneuver around the buses and work your way back into the right lane.
- Parents dropping students off at the ES/MS building are asked to stay in the right lane as you circle around the visitor lot to get to the ES/MS entrance (cones will assist you in seeing the route you are asked to take).
- Please follow the directions of the staff members on duty.
- Signage will be posted to assist you.
- We will unload 3 cars at a time.
- Please pull as far forward along the curb as possible before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Say your goodbyes before it is your turn to unload - this will help keep cars moving in the line.
- Make sure that students are ready to exit the vehicle quickly when it is your turn to unload.
- Students are to exit the vehicle only on the passenger side and be able to get themselves out of the car without parent assistance.
- Parents are to remain inside your cars - do not leave your car unattended.
- Do not pull into staff parking spots to drop-off/pick-up your child. Children are not to walk through the parking lot.
- After your child exits the car, parents are to angle their car to the left and drive slowly into the pass through lane, specifically when buses are unloading students in the right lane at the cafeteria.

- Parents are expected to follow the law, coming to a complete stop at the Stop sign at the cross walk outside of the cafeteria doors.
- Parents are to exit the lot using Tiny Tot Drive so a right turn will need to be taken shortly after passing by the Stop sign.
- School starts at 8:00 a.m. Students will be considered tardy if they are not in their classrooms by 8:00 a.m.

Student Pick-Up in the Afternoon:

The loading zone for afternoon pick-up will be in the same location as the morning drop-off zone. Parent Pick-Up will NOT be in Tiny Tot Drive this year.

- The loading zone, in front of the ES/MS building, for Parent Pick-Up will not open until 3:05 p.m.
- Parents are asked to start lining up **no earlier than 2:55 p.m.** so that buses are able to get through the lot to load students at 2:50 p.m. Parents arriving earlier than 2:55 p.m. will be asked to leave the lot and return at 2:55 p.m.
- Parents are asked to enter the parking lot by way of the main drive on the north side of the campus, turning into the drive from Pershing Road.
- Parents are asked to stay in the right lane as you move through the lot.
- Parents who are only picking up HS students will use the circle drive north of the HS. HS students will exit the building using the north door of the cafeteria. After HS students have been picked up, parents are asked to exit the lot as it is not necessary to pass by the HS or the ES/MS buildings
- Parents who need to pick-up ES or MS students are asked to stay in the right lane.
- Parents picking up students at the ES/MS building are asked to stay in the right lane as you circle around the visitor lot to get to the ES/MS entrance (cones will assist you in seeing the route you are asked to take).
- Parents are to remain in their vehicles.
- Do not pull into staff parking spots to pick-up your student(s). Children will not be allowed to walk across/through parking lots to get to vehicles.
- Please follow the directions of the staff members on duty.
- Signage will be posted to assist you.
- Have your Parent Pick-Up tag visible in your window.
- We will load 3 cars at a time.
- After your child enters the car, parents are to angle their car to the left and drive slowly into the pass through lane.
- Parents are expected to follow the law, coming to a complete stop at the Stop sign at the cross walk outside of the cafeteria doors.
- Parents are to exit the lot using Tiny Tot Drive so a right turn will need to be taken shortly after passing by the Stop sign.

Please understand that with these changes and the increased number of parents/guardians transporting their children to school, there will most likely be delays until we are able to work through issues that arise. It will take time to retrain students, staff, and parents so that things run efficiently. Thank you in advance for your patience and cooperation as we work diligently to ensure that your children are safe.

If you have specific questions regarding drop-off/pick-up procedures, please contact your child's administrator.