

**DROP OFF and PICK UP
PROCEDURES**
for
OUR REDEEMER LUTHERAN SCHOOL
DALLAS TX

1. General Guidelines

- A. Enter and Exit parking lots through designated areas.
 - B. Drive slowly while on campus.
 - C. Park in designated areas only.
 - D. **Please do not talk on a cell phone while driving on campus.**
 - E. Students who are not in before school care are not to exit their vehicles until 8:10 A.M. or later or when directed by a staff member.
 - F. Students and parents are asked to walk on sidewalks and keep off the grass.
 - G. Parents of students arriving after 8:30 A.M. must accompany child(ren) to the office to complete a tardy slip. If a parent needs to take a child out of the classroom before the end of the day, please sign out the student in the school office BEFORE going to the classroom.
 - H. Follow directions of members of school staff.
- See the two maps:** Morning drop off and Afternoon pick up

2. Morning Drop Off (by 8:30 A.M.)

- A. **West Lot** - this lot is labeled **A** on the maps
This lot is a park and walk lot only in the morning!
Walk in lot for **ECE students** (PK2, PK3, & PK4); parents walk children to the classroom through door under green canopy (**#1**).
Reserved spaces purchased at the auction are in force both mornings and afternoons.
- B. **East/Circle Lot** - this lot is labeled **C** on the maps
Drop off area for students in KDG - 6. For everyone's safety and to keep traffic moving, students should exit the vehicle quickly on the passenger side of the car.
Single line only in the morning. **Drop off at # 2.**
Follow the directions of staff member when present.
NO parking in the circle or in the circle parking spaces. For safety reasons, this area is designated as no parking during the school day, and before and after school. When drivers attempt to back into traffic or when drivers park on the driveway and escort children into the building, the traffic flow is impeded, drivers get impatient, and tempers may take over!
Parents who wish to escort their child(ren) into the building must park in Area D.

3. Midday Pick Up (11:30 A.M.)

Parents of PK2 enter through canopy door (#1) and go to your child's classroom.
Parents of PK3 and PK4 enter through canopy door (#1) and meet your child in the Fellowship Hall.

4. PK2 Pick Up (3:15 P.M.)

Parents must park in **Area D** and go to the PK2 Classroom outside door.

5. Afternoon Pick Up (3:30 P.M.)

West Lot - Areas A and B - Carpool Area – NO PARKING

Vehicles must Exit on Boedeker *NOT Park Lane*

Follow directions at bottom of map.

Anyone who needs to enter the buildings should park in **Area D** and walk to classrooms.

At all times follow the directions of the members of the staff who will place students into vehicles at loading location.

Parents who wish to enter one of the buildings must park in Area D and walk to the appropriate building.

Note: All students who are in after school **Kids' Klub** will be escorted to their appropriate areas by staff personnel.