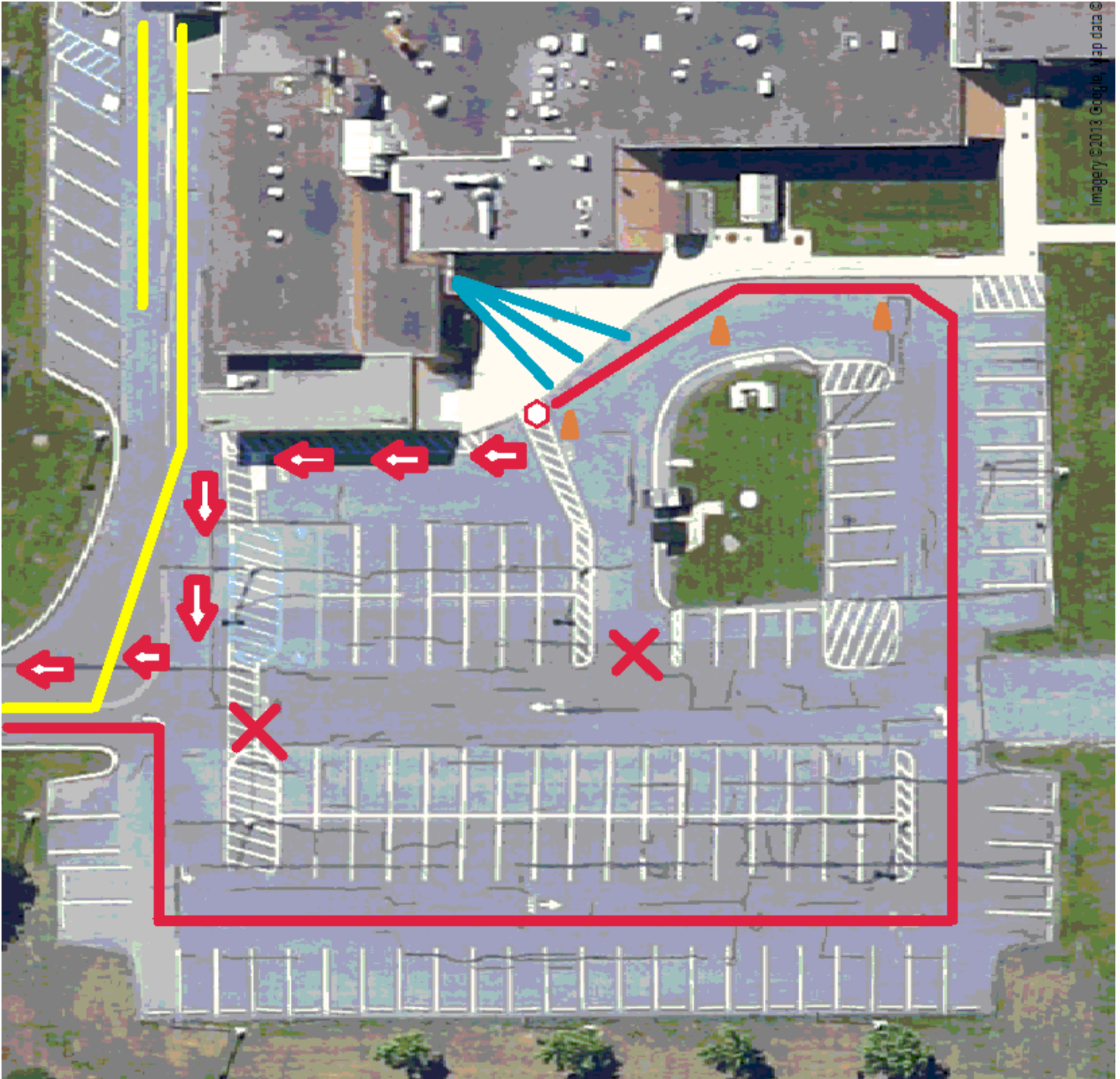


MOORE PARENT PICK-UP MAP



MAP KEY

RED LINES – Parent Pick-up Traffic Flow

BLUE LINES – Student Dismissal

RED X – NO Parent Traffic / Entry

ORANGE CONES – Parent Traffic Zone

YELLOW LINES – Bus Traffic

RED ARROWS – Parent Exit Flow

RED STOP – 1st Parent Car Stop

PARENT PICK-UP PROCEDURES

Changes took effect during the 2013-2014 school year

Dear Moore Parents/Guardians,

Over the course of the past four years, Moore Elementary School has been analyzing our Parent Pick-up process along with our school safety procedures. After careful self-assessment deliberation, and research, Moore Elementary School has decided to make changes to the Parent Pick-up process in order to *increase* the safety of our children and the overall security of our school.

Attached you will find a detailed outline of the new Parent Pick-up Procedures. The included map will provide an aerial view of the traffic flow expected in the parking lot. We feel that through these changes, our overall safety will be drastically improved and the process will run smoothly. We realize that not all will agree with these changes, and some may feel that they are too time-consuming or drastic, but please know that we take student safety and school security very seriously, and based these changes solely on those two areas. There will certainly be some “glitches” and bumps that we will assess throughout the remainder of the 2013-2014 school year...but we hope to be able to handle them with minor adjustments in order to have a full, smooth implementation.

As always, I welcome respectful discussion regarding the new procedures and will listen to any suggestions or comments. However, the final decision lies in the hands of the school and District Administration.

I appreciate your cooperation and support of our new procedures, and look forward to a wonderful school-year!

Thank you,

Mr. Curtis Dimmick
Principal – Moore Elementary School

PARENT PICK-UP PROCEDURES

Changes took effect during the 2013-2014 school year

- NO parents will be admitted to the school building for Parent Pick-up after 2:45pm, unless they have a scheduled visit/appointment with school personnel or in the event of an emergency (child being dismissed due to illness or injury).
- Parents may begin to form the Parent Pick-up “line” outside of the rear APR door (at crosswalk) beginning at 2:45pm.
- A Staff Member will be present outside at the Parent Pick-up line to develop a list of the parent(s) present – parent(s) will be asked to sign-out their child on the list held by the Staff Member.
- At 3:10pm, Parent Pick-up students will be called to the APR and seated according to grade-level. A Staff Member will be present inside the APR to organize and supervise the students.
- At 3:15pm, the outside Staff Member will provide a Staff Member with a copy of the sign-out/line list...and students will be dismissed according to the line outside (student from Car #1 will be dismissed first, along with the students from Cars #2, #3, #4, and #5).
- After the first five (5) cars are filled/students dismissed, those cars will be able to pull-out of the line and leave the parking lot (please see the traffic pattern on the attached map). At this time, the line moves forward so that Car #6 is at the crosswalk. PLEASE NOTE – no cars will be permitted to move forward while students are outside on the sidewalk area. Students will be held inside until the line stops moving. Please adhere to the traffic signals being provided by the staff member (stop, move ahead, slow, etc).
- This process will continue until all students/cars are dismissed.

POINTS OF EMPHASIS:

- At no time do parents enter the school building after 2:45pm for Parent Pick-up.
- Any adult may be asked to show ID and verify vehicles/students (and compared to the Emergency Release Information in the Office).
- At no time should parents exit their vehicles in the Parent Pick-up line once dismissal begins
- No students will be dismissed to vehicles while the line is moving (cars in motion).
- Vehicles must follow the traffic pattern, and follow all traffic rules/laws with regards to pedestrians and right-of-way.
- Students that are not picked-up by the conclusion of bus dismissal (3:30) must be signed out in the Main Office.
- A signed note must be provided to the office/teacher if a student is going home with another family at Parent Pick-up (the same process that should be followed if a child is going home on a different bus).