



October 15, 2015

Dear La Tierra Learning Community,

Safety is a priority at La Tierra Community School. It is vitally important that all family members and persons dropping off and picking up students follow the **Drop-off and Pick-up Protocols** outlined below, in order to ensure the safety of ALL children on our campus. Please read and communicate the information below to your child as well as to any person who may be dropping off or picking up your child from school. Thank you for your immediate attention to this matter!

Sincerely,

Mrs. Anna Barnum, Director
La Tierra Community School

La Tierra Community School DROP OFF and PICK UP PROTOCOLS

➤ **Morning Drop-off is between 7:45am - 8:15am:**

- School Gates open and playground supervision begins at 7:45am
- There will be NO PARKING directly in front of the school during morning drop-off times (7:45-8:15am) where the orange cones are placed.

Driving Drop-Off:

- Please use the La Tierra drive-through lane: Pull through up to gate and drop off your child. A staff member will be there to greet your child as they enter school grounds.
- The drive-through lane is a THROUGH lane only! **Parents may not park there temporarily to walk children into school.** Please park on the street if you are going to get out of your vehicle and walk your child into school.
- Students may also be dropped off on the WEST side of N. Virginia St. and can walk to the front gate.
- **There is no drop-off on the EAST side of Virginia St. and NEVER send your child across the street to school alone!**

Parking/Walking Drop-Off:

- Please park your car on either side of Virginia Street, or any adjacent streets (except where the orange cones are placed) and walk your child to school.
- **Children may NEVER cross the street without an adult.**
- Please DO NOT walk behind any parked cars in the La Tierra parking spaces. Instead, please walk in the open space in front of the parked cars, closest to the school fence.

➤ **Afternoon Pick-Up is between 3:15pm – 3:30pm:**

- School Gates are unlocked at 3:15pm
- There will be NO PARKING directly in front of the school during afternoon pick-up times (3:15-3:45pm), where the orange cones are placed.
- Students are dismissed at 3:15pm and parents must pick up their children by 3:30pm
- ALL STUDENTS NOT PICKED UP BY 3:30PM WILL JOIN AFTERCARE (a regular \$10 daily rate for Aftercare will be applied for any student not picked up by 3:45pm).

Driving Pick-Up:

- Please use the La Tierra drive-through lane: Pull through up to gate and a staff member will send your child out to your vehicle.
- The drive-through lane is a THROUGH lane only! **Parents may not park there temporarily to get their children from school.** Please park on the street if you are going to get out of your vehicle to pick up your child from school.
- If your child is running late, please be considerate of other traffic and make a loop, allowing traffic to flow, and return to the drive-through lane or park along side the street and wait for your child.

Parking/Walking Pick-Up:

- Please park your vehicle on either side of Virginia Street, or any adjacent street (except where the orange cones are placed) and come on over to school.
- You may wait outside the gates and a staff member will send your child out to you, or you may come in through the gates and find your child with their teacher at pick-up time.
- Please DO NOT walk behind any cars in the La Tierra parking spots. Instead, please walk in the space in front of any parked cars, closest to the fence.
- Please walk with your child across the street. **Children may NEVER cross the street without an adult.**

➤ **Bikes and Other modes of Transportation:**

- Students may choose to ride bikes, scooters, skateboard, etc., to school. These items are to be left behind the office when the student arrives at school and can be picked up afterschool. For safety reasons, bikes, scooters, skateboards are not to be ridden on campus during school hours.

➤ **After-Care Pick-Up by 5:15pm**

- All students attending aftercare must be picked up no later than 5:15pm (a \$1 per minute charge will be added to all late pick-ups).
- The front gates remain locked after 3:45pm. Parents must enter from the side gate (near the office) and sign out their children from the After-Care instructor.

