



LA TIERRA COMMUNITY SCHOOL DROP OFF AND PICK UP PROTOCOL 2017-2018

Please follow our protocol to ensure safety of us all. We staggered our pick up times in order to make our school dismissal safe, organized and consistent.

Ideally, we encourage parents to come and pick up their students in person.

Students who are **walking and/or riding bikes** will need to check out at 3:00 pm with their classroom teacher. Students must have a written note of parent permission recorded in the office to walk and/or ride their bikes to and from school. There will be a zone inside of the gate at LTCS to park bikes until we acquire a bike rack.

Children may not cross the street without an adult.

Thank you for your understanding and cooperation. LTCS takes safety of students and your families very seriously.

LTCS Morning Driving Drop Off Protocol

7:45am – 8:15am all grades

- **WEST** side of N. Virginia
 - Please drive through LTCS drive through, Pull up to gate, Drop off Child, Staff will greet child at the gate
 - **NO PARKING DIRECTLY IN FRONT OF SCHOOL** during drop off and pick-up times
 - The drop off lane is a through lane only! **Parents may not park temporarily to take children to their classrooms from the drive through.** Please park curbside and or in a LTCS parking spot if you are going to get out of your vehicle (including cabs).
-
- **EAST** side of N. Virginia and/or Adjacent Streets
 - Please park your car and walk your child across the street and to the sidewalk to the front gate.
 - **Children may not cross the street without an adult.**

LTCS Afternoon Pick Up Protocol

3:00 pm - Kindergarten

3:15 pm - 1st, 2nd & 3rd Grades

3:30 pm - 4th, 5th and 6th Grades

- **WEST** side of N. Virginia
 - Please drive through LTCS drive through, Pull up to the gate, staff member will greet you and classroom teacher will sign your child out for the day.
 - **NO PARKING DIRECTLY IN FRONT OF SCHOOL** during drop off and pick-up times - this is a through lane.
 - The pick up lane is a through lane only! **Parents may not park temporarily to take children to their classrooms from the drive through.** Please park curbside and or in a LTCS parking spot if you are going to get out of your vehicle (including cabs).
 - If your child is running late, please be considerate of other traffic and make a loop, allowing traffic to flow, and return to the pick up lane or park in designated areas.
-
- **EAST** side of N. Virginia and/or Adjacent Streets
 - Please park your car and come over to LTCS campus.
 - You may check your child out with staff at the gate or come in and check your child out with their classroom teacher.
 - Please cross the street with your child.