



Key Largo School 2023-2024

Drop Off and Pick Up Procedures

In order to comply with the Public Safety Act's security policies, Key Largo School has a single point of entry for students. The campus will be accessible to students and staff only.

Key Largo School's enrollment is continually growing. We need your help to keep the school and your children safe. EVERY child's safety is important to us. It remains our highest priority to ensure that students enter and exit cars in a safe and organized manner. We ask everyone to follow our pick-up and drop-off procedures correctly. Failure to do so creates chaos, frustration, and unsafe conditions. Each family should discuss these pickup and drop-off procedures. Thank you for your continuous support in making KLS a safe and productive environment for all.

General Precautions:

- **No arrivals prior to 8:00 AM. No supervision is provided.**
- Stay in your vehicle at all times. Students will be directed when to exit by staff.
- NO PARKING - Stay in the queue.
- Be your child's best example. Please be courteous and follow all safety guidelines at all times.
- DO NOT DROP OFF OR PICK UP students in the parking lot. This is very dangerous. Please continue to drive through the correct lane.
- Walkers and bike riders, please use crosswalks to cross streets and loading zone lanes.
- Follow all directions from school personnel. They can see potential problems you may not.
- Students are to be picked up promptly at dismissal.
- Devote more time and be extra cautious on rainy days. Drive with your headlights on, to see and be seen.
- Please drive slowly and watch for the children! Please, no texting while driving in the loading zone.

Dropping Off In the Morning:

We have **two** specifically identified drop-off area in front of the administration building:

1. **HeadStart and VPK** will be at the entrance at the cafeteria
 - a. When exiting the campus, please stay in the left hand lane .
 2. **K-8** will be in front of the administration building
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- **No cell phone use is allowed while dropping off your child.**
 - **No arrivals prior to 8:00 AM. No supervision is provided.**
 - NO PARKING - Stay in the queue.
 - Stay in your vehicle at all times. Students will be directed when to exit by staff.
 - Pull your car as far forward as traffic allows.
 - The unloading zone is in the front of the administration building, in the right-hand lane, beginning at the middle school band room. It runs the entire length of the covered walkway in front of the administration building.
 - Students will unload from the PASSENGER SIDE of the vehicle only. The driver will remain in the vehicle at all times, with all driver-side doors remaining closed. No trunk unloading is allowed in this zone.
 - Have all school materials, including backpack and lunch, ready before the student exits the vehicle.
 - Keep pulling forward and fill in all gaps in Loading Zone Lane.
 - Once your student has exited your vehicle you may exit the parking lot via the bypass lane to the driver's left. This lane is for driving, no loading, unloading, or stopping at any time.
 - Please drive at a safe speed and no cutting in line.
 - There is NO PARKING during dropoff.
 - There is NO drop-off in the bus loop.

Picking up from School :

- Pre-K students will also use the front pickup zone (in front of the administration building)for dismissal.
- VPK dismissal 11:15 am
- Head Start 2:30 pm
- K-8 3:30pm
- Stay in your vehicle at all times. Students will be directed when to load by staff.
- NO PARKING - Stay in the queue.
- Pull your car as far forward into the loading zone as traffic allows. Student pick-up is available from Loading Zone Lane only.
- Staff will call children from the dismissal waiting area.
- No honking or signaling to students from your vehicle at any time. No cell phone use is allowed while waiting for your child.

Exiting Pickup Zones:

Once your child has entered your car on the passenger side of the vehicle, please exit the parking lot via the bypass lane to the driver's left. This lane is for driving only, no loading, unloading, or stopping at any time.

- Please drive at a safe speed and no cutting in line. Again, please no texting while driving in the parking lot or loading zone.