

Key Largo School 2021-2022 Drop Off and Pick Up Procedures

In order to comply with current CDC safety guidelines and the Public Safety Act's security policies, Key Largo School has modified their single point of entry for students to maintain social distancing protocol. The campus will be accessible to students and staff only. The entrance to Key Largo School is one way. Exit onto US 1 from the north side of the administrative building.

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 correctly follow our pick-up and drop-off procedures. 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 8:05 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, unless you are directed by the staff.
- 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 children! Please, no texting while driving in the loading zone.

Dropping Off In the Morning:

1. The front pickup zone (in front of the administration building) is for Kindergarten students and multiple student pick-up vehicles.

- Pre-K students will drop off next to the cafeteria **and is for PreK students only**. If there are older siblings, please return to the main drop off lane and continue to the front of the school.
 - VPK and Head Start 8:05
 - PreK ESE 8:15
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- NO PARKING - Stay in the queue unless you are directed by the staff.
 - 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.
 - 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 only no loading, unloading or stopping at any time.
- Please drive at a safe speed and no cutting in line.
- No cell phone use allowed while dropping off your child.

Picking up from School:

Pre-K students will also use the front pickup zone (in front of the administration building) for dismissal.

- VPK dismissal 11:30 & 3:30
- PreK ESE 1:30
- Head Start 2:30
- 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 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.