

## Rockford Elementary Arts Magnet School Parent Drop Off Procedures

Our district is implementing additional safety measures to assist you as you drop off and pick up your student each day at the elementary school. We are providing a safety aide who will wear a safety reflective vest, gloves, and carry a stop/go sign to assist parents as they enter the drop off area.

- There will be a clearly marked **“Drop Off Zone”** →
- Stop only long enough to drop off your students in the **“Drop Off Zone”** →
- Students must exit out of the right of your car
- Make sure your students are ready to exit the car before entering the **“Drop Off Zone”** →
- **NO DROP OFFS WILL BE ALLOWED IN THE PARKING LOT**

- 1) Enter the driveway following the “enter signs” at the far end, near the high school (this is a one-way road). Cars should pull to the farthest end of the drop off zone. When instructed by the safety aide, all cars should allow children to exit their cars. Please only have your children exit from the right side, directly onto the sidewalk.
- 2) With the large volume of parents dropping students off, it is imperative that your child is ready to exit and you remain in your car as your student is exiting. This is a drop off zone only.
- 3) Once the section has released students, the next set of vehicles will be motioned to enter the drop off zone.
- 4) At no time, should vehicles get out of line and attempt to enter the drop off zone on the left lane. Everyone must wait their turn in the drop off zone to ensure safety for all students. Safety cones will be blocking the left lane as well as the top entrance to the parking lot.
- 5) If you are going to come into the building with your child, please park your car in the parking lot by entering the first turn into the lot only and walk across the crosswalk where school patrol are ready to assist you as you cross the road.

**Thank you so much for your cooperation.  
Your child’s safety is our primary concern.**

