

Lakeview Student Drop-Off and Pick-Up Procedures 2016-2017

Please help us to create a safe environment for our students by following these procedures:

A.M. –

If you are a parent coming into the building with your child:

*Park in the parking lot on Birch Street and enter through the upper gym doors.

If you are dropping and going:

* Use the Croix Street, Circle Drive entrance. Drop students in the designated area (drop time begins at 8:30-aide supervised).

*The Croix Street, Circle Drive parking spots will NOT be available for parking between 8:30 A.M.- 9:00 A.M. Please park in the Birch Street parking lot during this time.

If your child is in the morning program:

*The Before/After School Child Care program through Child & Family Services will be held in the cafeteria. Please park in the Circle Drive parking spaces when dropping off or picking up your child for this program. Parents and their children will be able to enter the door by the cafeteria. This door will be locked at 8:30 as students may report to the playground at that time.

If you are stopping for a daytime visit, item drop off, or early pick-up:

*Use the main entrance to the school off of Circle Drive on Croix Street or the Birch Street Parking lot. When using the Circle Drive entrance, use the new, marked parking spaces. Using these parking spaces appropriately will allow for better traffic flow for parents and emergency vehicles. For the safety of all students, please park in designated parking spaces.

*Doors will be locked at 9:00. Please follow our visitor procedure to enter our building.

P.M. –

*Park in the parking lot on Birch Street if coming into the school building to pick up your child.

* Each student must be supervised before exiting into the parking lot. Children may not exit the building without being picked up inside the building in the designated pick up area.

*Wait for your child between the upper gym hallway and main office for P.M. pick-up.

*The North parking lot will continue to be the area for afternoon bus pick-up. For the safety of all students, parent vehicles or student pick-ups will not be allowed in this area.

- Thank you for helping keep all Lakeview students safe!