



Carpe Diem! Seize the Day!

R.D. White Elementary School
744 East Doran Street, Glendale, CA 91206
(818) 241-2164 FAX (818) 409-8974

Dr. Narek Kassabian, Principal
Ms. Lisa Kaprielian, Assistant Principal

Drop off and Pick-up Procedures

Safety first: It is our responsibility to ensure that our children arrive and leave school in the safest way possible. Please review the procedures carefully and follow them, so that we can continue to provide a safe environment for all of our children.

Morning Drop-off:

- All students enter school through either the Everett or Geneva gates.
 - Please note that due to construction, the Everett Street drop off area and pedestrian gate is further south on Everett. The Everett pedestrian gate will be moved further north once our playground is complete.
 - This gate will be moved further north pending the completion of our playground.
- If arriving by car, enter the DROP OFF LANE on Everett or Geneva Street, marked by bright orange cones.
- Pull forward as directed by Mustang Valet Volunteers (parents and staff members in brightly colored vests) until you reach the Safe Drop-off Zone in front of the gate marked by cones.
- Assisted by Mustang Valet Volunteers, students exit cars at the Safe Drop-off Zone are directed to enter the Geneva or Everett gate onto the playground.
- Be prepared:
 - Say goodbye in your car.
 - Have backpacks in the car, ready to go (not in the trunk)
 - Students exit only on the curb (passenger) side of the car.
- Please be patient and courteous.
- The first bell will ring at 8:05am and a second bell will ring at 8:10am when the gates will be locked. Students arriving after 8:10am will need to enter school through the front office on Doran Street.

After School Pick up:

- All students, K-5 are dismissed from the front of school. Refer to the attached map to locate where your child's classroom will be dismissed from on the front lawn. Their teachers escort them to designated areas to the front of the school. Teachers will be holding signs during the first week of school so you may easily identify them.
- Parents/caregivers: please park away from the school, in the surrounding neighborhood, and walk to the front of school to pick up your children.
- Please be sure to pick up your children on time. We do not provide supervision after 3:00 pm or 2:00pm on Wednesday Banking Days. If you are unable to arrange pick up by that time, please consider enrolling your child in our EEELP/RAP program or make other childcare arrangements.

Please remember to be kind to our neighbors. Do not park in or block our neighbor's driveways. In addition, please do not park in the delivery areas in the Vons parking lot or park/block our school's loading dock on Everett. Thank you!

Our children's safety is everyone's responsibility.

Please sign and return to your child's teacher on the first day of school.

Student Name: _____ Grade: _____

I understand the expectations of R.D. White Elementary School's Drop-off and Pick-up procedures. I understand that if I am not able to pick up my child or make arrangements to have my child picked up by 3:00pm (2:00pm on Banking Days), I must enroll my child in the EEELP/RAP after-school program. I understand that my child may not wait for me in front of the school after dismissal due to a lack of adult supervision.

Parent Signature: _____ Date: _____