



GLENDALE UNIFIED SCHOOL DISTRICT
COLLEGE VIEW SCHOOL

Drop-Off and Pick-Up Procedures
For parents transporting students in private cars

PLEASE DRIVE SAFELY IN OUR PARKING LOT!!!!!!

For everyone's safety, it is *extremely* important that parents who choose to drive their children to school follow these procedures.

Drop –Off Procedure: Drop off begins at 8:45 A.M.

Parents are encouraged to bring their children to school on time and to utilize these drop-off procedures.

- 1) As you enter the parking lot, please drive carefully as there will be many cars, buses and vans during this time.
- 2) Parents are encouraged to use the visitor and accessible spaces available in the parking lot. Staff members will be in the front greeting students and assisting them to navigate to their classroom with their peers as safely and independently as possible.
- 3) **DO NOT LEAVE YOUR CAR UNATTENDED IN THE BUS LANE.** If you wish to stay in your car, please line up with the buses in the bus lane and move forward as it is safe to do so. Once your car has reached the front of the school beyond the flag pole, your child will be assisted out of the car.
- 4) Once your child is out of your car, you may safely proceed through the circle using the left lane and exit through the parking lot. If your exit is blocked – **PLEASE - DO NOT BACK UP.** You need to wait until your forward path is clear. We will do our best to get you out quickly and safely. We thank you for your patience.

There is no need to sign in during drop-off time - between 8:45 A.M. and 9:00 A.M.

Please note - Staff are able to have quick check-ins during these times, however this is not the time to have a long conversation with the teacher, staff or therapists about your child's progress. Our staff is very busy getting ready for the day and do not have time to have a meaningful discussion. If you wish to speak with the teacher or therapist, please set up a conference so that you can have a more focused discussion.

Pick-up procedure: School ends at 2:45 P.M.

Parents are encouraged to utilize and follow these pick-up procedures. Children are available for pick up at the end of our instructional period, 2:35 P.M.

- 1) As you enter the parking lot, please drive carefully as there will be many cars, buses and vans during this time.
- 2) Parents are encouraged to use the visitor and accessible spaces available in the parking lot. Staff members are available to assist students to the car if needed.
- 3) **DO NOT LEAVE YOUR CAR UNATTENDED IN THE BUS LANE.** If you wish to stay in your car, please line up with the buses in the bus lane and move forward as it is safe to do so. Once your car has reached the front of the school beyond the flag pole, your child will be assisted into the car.
- 4) Once your child is buckled you may safely proceed through the lot and exit. If your exit is blocked- **PLEASE - DO NOT BACK UP.** You need to wait until your forward path is clear. We will do our best to get you out quickly and safely. We thank you for your patience.

When to sign your child in or out:

Any parents taking their child into or out of school between the hours of 9:00 AM and 2:30 PM **must** sign in/out in the main office. We kindly ask all parents and family members picking up or dropping off students during this time, to please park in the visitor and accessible spaces designated for your use. **PLEASE DO NOT LEAVE YOUR CAR UNATTENDED IN THE CIRCLE AT ANY TIME.**

Thank you for your cooperation.