

# 2022-2023 New Drop-Off/Pick-Up Procedures

## Galveston Street

- Ms. Jen's Preschool will utilize the Dean St. Drive Through Lane (not visible on this map). Ms. Jen will communicate more specific directions.
- We will utilize two lanes that will merge into one lane past the crosswalk. Students will only exit their vehicles on the school side – NOT PARKING LOT SIDE. See map below.
- Cars in the left drop off lane may NOT block the parking lot entrance. If you are blocking the entrance, you will be asked to move through the parking lot and re-enter the drop off/pick up lanes. We would STRONGLY suggest not blocking the entrance unless you want to get in line again.
- If you choose to park in the parking lot, please walk your child to the crosswalk. This is not a drop off area.
- Upon entering the drop off/pick up lanes, please follow the hand signals of the person on duty.
- At dismissal, students will go to cones 1 – 9 that will coincide with the order of cars. Two lanes will merge into one before students enter their vehicle. They only enter vehicles from the school side sidewalk.
- It is IMPERATIVE that you have your car visor visible so that our duty people can call your child to the correct cone number. This will help expedite a smooth and quick student pick up.
- When exiting, you must turn right from 7:00 – 7:30 am and 2:00 – 2:30 pm (Wednesdays 12:15 – 12:30)

**PLEASE DO NOT  
BLOCK ENTRANCE  
TO PARKING LOT**

**Right Turn Only  
7:00 – 7:30 am and  
2:00 – 2:30 pm  
(Wed. 12:15-12:30)**

If you are first in line, wait here until duty is present. Students may not exit/enter car until duty is present.

Load PM and Unload AM Zone

Students do NOT exit cars here. This lane will merge onto school side and students will exit along the sidewalk.

RESERVED FOR DAY  
CARE VANS

Unload Zone for AM Drop Off

Unload Zone for AM Drop Off

Please do not block crosswalk

Trash

Bike Rack

Students enter at this gate.

Ramada

