

Octorara Primary Learning Center 2020-2021 Drop-Off and Pick-Up Procedures



For maximum safety, please follow our drop-off and pick-up system. During the designated times, staff will be on duty to usher students to and from cars.

- Morning Drop-Off: 8:30-8:45am
- Afternoon Pick-Up: 3:22-3:35pm

Student Drop-Off

- Please refrain from using your cell phone during drop-off.
- Using the main entrance, enter the drop off lane and remain in this lane until the car in front of you has moved. Students may exit their vehicle when their car is between the drop off signs. The curb is painted yellow.
- We ask adults to remain in their vehicle during drop off.
- If your child needs assistance exiting the vehicle, a staff member outside will help with the student's needs and get them safely to the building.

Late Student Drop-Off

- If you are dropping off between 8:45 and 9:25 am, the student will be marked late but will not need to be signed in or walked to the main office anymore. A staff member will be standing at the front entrance to open the door for your student, take their late note, provide the student with a late pass, and then send the student to their classroom.
- If you are dropping off after 9:30am, please park your car in a visitor parking spot, walk your child into the office. Parent/child must wear a mask when entering the building. Secretary will record that the child is present and notify their teacher.

Early Pick-Up

- If you are picking up before 3:00pm, please park your car in a visitor parking spot and come into the office. You must wear a mask when you are in the building.
- The upper lot will be used for parent pick up from the hours of 3:00-3:30 and no other traffic will be allowed in the lot.

Parent Pick-Up

- Please refrain from using your cell phone during pick-up when students are being dismissed.
- During parent pick-up, cars will line up in the pick up and drop off lane in the upper parking lot.
- Students on the parent pick up list will be called to the hallway by exit P5 and wait until their car is at the front of the line.
- Staff members will radio to staff inside for students to be dismissed in order of the cars in line.
- Do not leave your car for any reason.
- The staff member outside will help load the student if needed.

Parent Pick-Up Placards

- Parent Pick-Up (PPU) placards are available for their family to use for 2020-2021 school year. Placards will be available for pick up during sneak a peek or in the main office the week of October 12. Parents should pick up a placard if they plan on picking up their child at all during the school year.
- If you are unable to get your PPU cards during the designated times prior to the start of school, you will need to come into the school office once school starts and show your identification then receive your PPU placard.
- When you enter the PPU lane, please pull all the way up and have your placard hanging from your windshield mirror.
- If you would like your child to be on the permanent parent pick up list, email Danette Balistreri at dbalistreri@octorara.org

