**Clear Run Elementary Center**

**Student Drop-Off/Pick Up Procedures For *EVERDAY* Parent Pickup**

*We ask that you* ***PLEASE*** *help us keep our children safe by adhering to the following procedures.*

**Student Drop-Off AM -**

* Student Drop-Off will begin at 8:45 A.M.
* Parents are to enter the parking lot from the North Entrance off of Route 611.
* Parents are to pull into the Student Drop-Off Area by following the cones that lead to the semi-circle drive.
* If your child requires assistance to get out of his/her car seat/booster seat, you may exit the car to assist him/her.
* CREC staff members will be there to **guide** your child into the building. **They are not permitted to open car doors, undo seat belts, car seats, etc.**
* Turn left to exit the Student Drop-Off Area and proceed to Route 611 from the North Exit of the parking lot.
* **Parent Drop-Off will end at 9:05 A.M.** If you arrive after 9:05, you will be instructed to pull into a parking spot and bring your child(ren) in through the main entrance. Students need to be signed in at the lobby desk and receive a late pass.

**Student Pick-Up PM**

* Student Pick-Up will begin at 3:25 p.m.
* Please follow the same entrance directions as stated in the Student Drop-Off procedures above.
* Show your assigned Car Tag to the CREC staff member on duty.
* Your child will then be walked out of the building. It is your responsibility to place your child safely in the vehicle. **CREC Staff members are not permitted to open car doors, fasten seat belts, car seats, etc.**
* Turn left to exit the Student Pick-Up Area and proceed to Route 611 from the North Exit of the parking lot.
* **Student Pick-Up will end at 4:00**. If you arrive after 4:00, you will be instructed to pull into a parking spot, report into the building through the main entrance, and sign out your child at the lobby desk.

*We appreciate your cooperation with theses procedures to keep all of our children safe.*

**If you are not an Everyday Student Pick-Up: Send a pick up note in your child’s folder and they will be sent to the cafeteria at dismissal. You will enter the flow of traffic and your child will be sent to your vehicle**

**OR**

1. **Prior to 3:00 P.M. - Pull into a parking space on the side of the building**
2. **Enter the building through the main doors**
3. **Sign your child out in the main lobby where you will receive a Temporary Car Tag**
4. **Return to your car and enter the flow of traffic for Student Pick-Up**

**\*NO TEMPORARY CAR TAGS WILL BE GIVEN AFTER 3:00 P.M.**