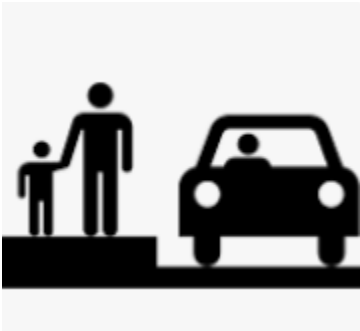


Kolling Parent Drop-Off/Pick-Up Procedures

The First Day of School and Beyond

School hours for all LC elementary schools is 8:00AM - 2:40PM (except for Early Release Days). In addition to the directions below, our staff has also created a video to help explain drop-off and pick-up procedures. [Click here](#) to access the video.



All Grades Drop-off Directions:

[Drop-off begins at 7:45 and ends at 8:10.](#) If you choose to bring your child to school, you MUST use curbside drop-off. Students will enter through Door B or C, depending on which is closest to where your car is designated to stop.

Even on the first day of school, parents are not permitted to park and walk their child to the sidewalk. With the number of vehicles in our parking lot, it is not safe to allow so much pedestrian traffic. **Safety First!** We will have plenty of staff to help ease every single anxious student that comes our way. We ALWAYS do! Students being dropped off will not be marked tardy until we have reached the end of the drop-off line.

All Grades Pick-up Directions:

You MUST use curb-side pick-up and wait in your vehicle for your child to be dismissed. We will begin loading cars at approximately 2:35pm on full days and 12:05 on early release days. You MUST use the staggered times below to enter our parking lot. When you arrive early, you are putting your/our community at risk if we are blocking town roads. Emergency vehicles cannot get through and if traffic is not flowing on Kolling Road, cars try to go into oncoming traffic to go around and this is also extremely unsafe. Therefore, we will be using staggered times for pick-up. This means **your vehicle cannot enter our parking lot until the assigned time**. If you have children in multiple grades, you may pick one of their time slots.

Full Day Pick-up Times Barriers at Loading Zone Open at 2:30	Half Day Pick-up Times Barriers at Loading Zone Open at 12:00
2:35 KDG and Preschool	12:05
2:40 Grades 1 and 2	12:10
2:45 Grades 3 and 4	12:15

Directions below apply to drop-off and pick-up:

You must enter the parking lot from the Kolling access road and enter the loading zone along the sidewalk in the front of the building. You cannot enter from US 41 for curbside drop-off or pick-up. **For pick-up, you must have a sign with your child's name showing in your windshield.** The sign should be written dark enough and big enough for staff to read from afar. Even if you feel the staff knows you well, we ask that every vehicle have a sign. Subs fill in and staff members draw blanks.

All cars are to remain in park when in the unloading/loading zone and NO CAR CAN LEAVE the zone until our staff has directed you to do so. This is especially important for the first car in the line. We may still be unloading/loading vehicles behind you and if you leave, everyone will start moving when children are still loading.

- Cell phone use is not permitted while in the loading zone.
- The loading zone will be closed with barriers until pick-up begins. **Cars are not permitted to pull up to the barriers and park in front of them.**
- **Cars are not permitted to stop/park at the Kolling access road stop sign and wait for the loading zone to open.** If you arrive before the loading zone opens, you can either come back at your assigned time or pull into the parking lot and park **in a designated parking spot**. **DO NOT CREATE YOUR OWN PARKING SPOT.**
- Smoking is not permitted anywhere on Lake Central School grounds at any time.

The first few days of school may take longer as we get familiar with students and parents, but I am confident that pick-up will run just as quickly, smoothly, and safely as it always has. Remember - **Safety First!**

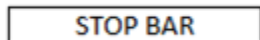
Kolling Elementary Student Drop-off & Pick-up Map



Green arrows show the flow of traffic when coming into the lot for drop-off or pick up.



Yellow arrows show the flow of traffic when leaving the parking lot after student drop-off or pick-up.



If you are the first vehicle in the line, you must stop at the STOP BAR that is painted on the parking lot. You MUST NOT move from that spot until the staff member tells you that you can. Once all vehicles in the unloading/loading zone are clear from students, the staff member will direct the first car to exit.