



# Student Drop Off & Pick Up Procedures



## PRESCHOOL & GRADES 1

Please arrive in the front parking lot to drop off students for school. Preschool families, please park as students must be accompanied by an adult and walked to the appropriate classroom. Students in Grade 1 can be dropped off curbside in the designated Drop Off Zone. They do not need to be accompanied to the classroom, staff will be present to be sure they walk safely to the classroom.

## KINDERGARTEN & GRADES 2-8

Please arrive in the back parking lot to drop off students for school. Students in Kindergarten and Grades 2-8 will be dropped off curbside in the designated Drop Off Zone and they will proceed to classrooms.

# STUDENT PICK UP

Please return to the same parking lot as used for drop off. Preschool families, please park as students must be picked up by an adult and signed out of the classroom. All other students will be picked up curbside in the designated Drop Off Zones.

In order to safely and efficiently allow for curbside pick up of students in grades K-8, we will provide hang tags that must be displayed on the vehicle arriving to pick up students. Each family will be assigned a Family ID Number and provided with 2 hang tags. Staff on site at the pick up zones will use the displayed Family ID Number to safely escort students to corresponding vehicles. You may request additional hang tags to give to additional individuals on your authorized pick up list.

If an adult arrives on campus and does not have the proper hang tag for the student(s), they will need to park in the front parking lot and visit the school office. They will identify themselves to the Office Manager who will check the authorized pick up list and provide a 1-time use hang tag to allow for pick up.



**If a parent wishes to speak with the Principal, a teacher or staff member or visit the school office, they may do so after they have gone through the Drop-off Zone. Please park in the front parking lot to enter the school office.**

**Reformation Lutheran School & Preschool  
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**August 31  
First day of School (K-8)**

**Our Preschool is Open!**