

## **Pick-Up and Drop-Off Procedures at Pleasant Ridge**

Our goal is always to provide a safe and secure environment for all Pleasant Ridge students. Please be patient and aware as you do pick-up and drop-off. At Pleasant Ridge, all buses arrive and depart from the North Parking Lot. Following the procedures below will maximize the traffic flow and minimize the risk to students.

- Students should ride their assigned buses whenever possible; if you must drive, try to carpool. This decreases the number of cars, making arrival and dismissal times safer for our students.
- Please do not make U-turns on Sunset Ridge Road.
- Please do not use cell phones or two-way radios while driving in the pick-up and drop-off area. Please know that you may be issued a ticket by the Glenview Police for using a cell phone on or near school grounds.
- The driveways in front of the building are reserved for bus and emergency vehicle parking only. For the safety of our students, we cannot mix buses, cars, and children in the same area.
- When students are being loaded or unloaded, the buses have their lights flashing with their stop signs out, making it illegal to pass, even in a parking lot.

Please do not pass a bus in the parking lot during drop off in the morning or dismissal in afternoon. You are expected to wait until the buses have departed the parking lot before moving your vehicle.

- Students may not change pick-up plans on their own. We must have a note or a call from the parents when there is a change of plans. Please note that all messages regarding transportation issues need to be in **no later than 1:30 p.m.**

### **Drop-off**

**Drop-off begins at 7:40 (or when buses have departed):**

**For Cars Departing School and Heading South towards Lake Street**

- Enter the South Parking Lot from Sunset Ridge Road. Circle around the parking circle and drop off student(s) in the loading area in front of the school. Cars should exit the parking lot and **turn right only** onto Sunset Ridge Road. There are no left turns permitted from the South Parking Lot. Please be aware that you may be issued a ticket from the Glenview Police for turning left from this parking lot.
- Students from this entry point come into the building through the main office doors.

**For Cars Departing School and Heading North towards Winnetka Road or South towards Lake Street, and all buses.**

- Enter the North Parking Lot from Kenilworth Lane, forming a single lane in front of the building when dropping off students. Follow the driveway and drop off student(s) in the loading area in front of the school. Cars should exit the parking lot and **turn right or left** onto Sunset Ridge Road.
- Students from this entry point will come into the building through the north doors near the Multi-Purpose Room.

**Other Drop-off Safety Notes:**

- . Buses utilize the North Parking Lot only.
- . Bike racks are located on the south side of the building.
- . Students should use the available walkways and sidewalks whenever possible.
- . Please move your car forward as soon as you can, so that the drop-off lines can continue to move.

**Pick-up at Dismissal For Cars Departing School and Heading South towards Lake Street.**

- . Enter the South Parking Lot from Sunset Ridge Road. Circle around the parking circle. A line will form in the loading area in front of the school. At dismissal, students will be released to go to this car area. Children will be called to their cars and released. Cars should exit the parking lot and **turn right only** onto Sunset Ridge Road.

**For Buses and Cars Departing School and Heading North towards Winnetka Road or South towards Lake Street.**

- . Buses will line up first in the North Parking Lot. Students will be loaded onto buses, and buses will be sent to do their routes by 2:35pm.
- . Cars enter the North Parking Lot from Kenilworth Lane, after the buses have been released. Cars will form a single lane in front of the building, and students will be released to their cars in the loading area in front of the school. Cars should exit the parking lot and **turn right or left** onto Sunset Ridge Road.

**Other Pick-up Notes:**

- . Walkers and bike riders are dismissed **after** the buses and cars leave the parking lot, minimizing the danger to our students.
- . Please remain in your car.
- . When you have picked up your child, please move your car as quickly as you can so that another car can move up in line.
- . Please do not try to circumvent the pick-up procedure by asking your child to meet you at a different place; doing so jeopardizes a student's safety.

**Pick-up from After-School Activities -- All students are dismissed from the Main South Entrance**

- . Please enter the South Parking Lot (main office entrance), forming a single line in front circle (loading area) along the curb. Please do not double park.
- . Please remain in your car.
- . When you have picked up your child, please move your car as quickly as possible so that another car can move up in line.

Thank you for helping us make Pleasant Ridge School a safe environment for our students.

**Starting Times at all Intermediate Schools is 7:55 A.M.**

The first bell rings at 7:50, this is the alert that school will begin in 5 minutes. Students are considered tardy after 7:55. Morning announcements are made daily at 7:50 about events during the day and other important information. It is very important for students to be on time to facilitate the start of their day with the knowledge and information to be successful. Depending on your child's grade level, they will begin their day with Reading or Math instruction, so promptness is important. If they arrive late to school, they will lose valuable learning time. If tardiness continues, the time lost to instruction quickly accumulates and will have a negative impact on their learning. The late entry into the homerooms interrupts all the students from learning. Please help us start the day off right by helping your children arrive on time to school.

### **Dismissal Arrangements**

If you need to change the after school pick-up arrangements for your child, please call our office before 2:00 pm to inform us of the changes. As you can imagine, there is much activity going on in a school office both at the start and end of the school day. By calling before 2:00pm, you are giving the front office staff the time needed to locate classroom teachers and communicate the message regarding the pick-up arrangements for your child in a timely manner.