



## ARRIVAL/DISMISSAL PROCEDURES:

August 2022

Parents/Guardians,

Here at Lutz K-8, the safety of our students and their families is of utmost importance. Below are the procedures for morning drop off and afternoon dismissal procedures.

### **Morning Procedures:**

First, the back parking lot by the pick-up-point (1<sup>st</sup> Avenue SE) is reserved for staff. Please do not use this parking lot for drop off in the morning. Remember, students should not be on campus (except in the HOST program) prior to 7:10 am. Patrols and PE Helpers should be at their posts by 7:20 am, which will allow time for breakfast and check-in with their homeroom teacher. You can either use the pick-up-point as your drop off (7:10 – 7:35 am) or park in the front lot to walk your student to the front gates. Parents will not be allowed to enter the cafeteria – all visitors must make an appointment with the front office. If this lot is full, please do not park in the aisles or along the curb because this blocks the cars or school buses that are exiting. You will need to park in the field located beside the Old Lutz School House on the north side. Please do not park on the property on the south side of 5<sup>th</sup> Avenue SE due to safety issues for our students crossing the street as cars and buses turn in off Highway 41.

School begins at 7:40 am and students should be in their classrooms ready to start their day at this time.

## **Dismissal Procedures**

If your student will be picked up prior to dismissal, come to the main office, with ID. Remember, only the adults on the Emergency Card will be allowed to pick up students. There will be no sign outs after 12:40 on Mondays and 1:40 on Tuesday-Friday.

If there is a change in dismissal for your child, please make sure that a note is sent to the teacher. **Please see below for dismissal procedures.**

PreK: will be picked up in the front parking lot. Staff will walk students out to their cars – please stay in your car.

Grades K – 5 will be picked up in the back loop (Pick-up-Point) beginning at 2:05 pm.

Grades 6 - 8 will be picked up in the front loop (Bus Ramp) beginning at 2:15 pm.

Please have your car tag displayed with your last name if picking up elementary students. (one will be provided)

Please do not block any driveways.

Please be patient and upon exiting the school, we encourage parents to only turn right onto U.S. 41 to support traffic flow and for a smoother arrival and dismissal time. 😊