

# ICCS Drop-Off and Pick-Up Procedures

## Arrival

At no time should parents place a child's well being in danger by dropping a child off around the corner. Morning drop-off and afternoon pick-up will occur both on Wilson Street and Park Avenue. Children should **NOT** be dropped off before **7:30am**.

Families whose names begin with the letters:

**A – K will drop off and pick up on Wilson Street**

**L – Z will drop off and pick up on Park Avenue**

1. **All students are to be dropped off from a vehicle to the loading dock at their respective location.** Parents must remain in vehicles during drop off. Older students will escort younger students to their areas. The only exception to this rule is for the Pre-K/K first half-day of class; parents are encouraged to walk these students to their classroom on that day only.
2. On sunny days, all students will be directed to the Wilson Street playground area.
3. On rainy days, all students will report directly to the gym.
4. Pre-K students are to report to the cafeteria each morning. Supervision will be provided for these students until their classroom teacher arrives.
5. **Wilson Street parking lot is restricted for cafeteria deliveries and workers only. NO OTHER VEHICLES WILL BE ALLOWED IN THE WILSON STREET LOT.**

## Dismissal

1. **All students are to be dismissed into a vehicle from the loading dock at their respective location** (see above) **unless they are a Walker/Biker** (see dismissal rule 8). Students will not be allowed outside the gates except to be loaded into a vehicle.
2. **Pre-K/K "Early Birds", those students with no older siblings at ICCS, are requested to be picked up at 2:50pm from the Park Avenue loading area only.** Other Park Avenue pick-up cars are to form a single line along the west edge of the parking lot, extending into the street along the south edge of Park Avenue. All "Early Bird" pick-ups must occur before 3:00pm when the regular pick-up line begins.
3. **Our dismissal bell does not ring until 3:00pm.** Students in grades 1-5 are generally not ready for pick-up until 3:00-3:10pm. Middle school students usually take a little longer to gather their books before arriving in the loading area and are not ready for pick-up until 3:10-3:20pm. **\*Parents are encouraged to delay lining up, especially if they are picking up a combination of students from various grades, to avoid being asked to circle around and rejoin the line if their student(s) is not in the gathering area when their vehicle gets to the loading area.**
4. **Your family's last name should be printed on a yellow placard and placed in the passenger side window; remaining visible until your student(s) is in the vehicle.** It is absolutely necessary for this directive to be followed. Students are to sit quietly in their assigned area to be dismissed as their family name is called.
5. **Move up into the loading zone as forward as possible to allow the maximum number of students to be loaded at one time.** The Wilson Street awning will accommodate 4 vehicles at a time and Park Ave will allow for 3 vehicles. Move out from the loading zone cautiously and quickly as soon as your student is in your vehicle.
6. Parents are not to park on the neighborhood streets or Park Avenue parking lot to retrieve their students. All students must be picked up at the loading docks!

7. **Parents are not to come to the Ryan Street entrance and wait in the foyer for their students prior to dismissal. Students needing to be checked-out after 2:00pm must present verification of a doctor's appointment to the receptionist prior to 9:00am in order to be released that afternoon. Otherwise, no student may be checked-out between 2:00 and 3:00pm.**
8. If your student is to be allowed to walk or ride a bike off the campus, they must have a **Walker/Biker Tag** attached to their back pack. All walkers and bike riders will be dismissed from Wilson Street only. Failure to have tag will result in the student not being allowed to leave campus and someone will be called to come get them. **Students with Walker/Biker Tags will be dismissed at 3:15pm** when one of the duty teachers will lead them to the Wilson Street cross walk. **NO ONE IS TO WAIT AT THE LOADING DOCK GATE.** Bikes should be walked onto and off the campus. All bikes should be locked at the bike rack located on the cafeteria walkway. All walkers and bike riders must come and leave campus from Wilson Street **only**. **NO SKATEBOARDS ALLOWED.**
9. In order for a student to leave with someone other than their parent, students must either present a written permission slip to the duty teachers or have an **Alternate Departure Pass**, listing specific names of those authorized to take the student from campus.
10. **Students will not be allowed to re-enter the school building after dismissal.** All students not being picked up at 3:00pm must report directly to After Care. After Care students will not be allowed to visit under the walkways.
11. All students remaining on campus after 3:30pm will be registered into the After Care Program. Fees will be assessed for this service. Parents picking up their students from After Care may park under the Wilson Street canopy after 3:30pm and must go inside to sign out their student.
12. Once a student leaves campus, they should not return to ICCS unless accompanied by an adult.

#### **Park Avenue Specifics**

Guidelines proposed by the City of Lake Charles and The Alliance Transportation Group require that the Park Avenue pick-up cars approach the Park Avenue lot eastbound from Lakeshore Drive only. This is to help with the overall traffic congestion on Ryan Street caused by cars exiting the Park Avenue lot as well as the stacking on Ryan Street to turn onto Park Avenue.

**BEHAVIOR DURING ARRIVAL AND DISMISSAL SHOULD PROMOTE SAFETY AND ORDER. STUDENTS MUST BE IN THEIR ASSIGNED AREAS AND LISTENING FOR THEIR NAMES. STUDENTS ARE ALLOWED AND ENCOURAGED TO READ, STUDY, OR TALK QUIETLY DURING THIS TIME. INAPPROPRIATE BEHAVIOR WILL BE REPORTED TO THE STUDENT'S TEACHER AND HANDLED AS A DISCIPLINARY INFRACTION.**