



# Eliot Elementary School / DAEP Campus Map

## 2015 - 2016

## Drop Off/Pick up Locations and Procedures

Each student will receive 2 car name placards and 2 wallet name placards on the 1<sup>st</sup> day of school. These placards will need to be presented to staff during dismissal in order for an adult to pick up a child after school. If an adult does not have one of these name placards, they will be required to go to the front office and present a photo ID to pick up a student.

### Drop Off (For safety purposes, no students should be dropped off before 7:15 AM)

**Pre-K and Kinder** students will be dropped off at the **Corpus Christi Gate**; students will sit outside their classrooms to wait for class to begin.

**1<sup>st</sup> grade** students will be dropped off at the **Kress or Laredo gate** entrances and sit outside their classroom to wait for class to begin.

**2<sup>nd</sup> grade** students will be dropped off at the **Kress or Laredo gate** entrances and go to the cafeteria to eat breakfast and then be picked up by their teacher.

**3<sup>rd</sup> grade through 5<sup>th</sup> grade** students will be dropped off at **the Kress or Laredo gate** entrances and go to the cafeteria to be picked up by their teacher.

### Pick-up

**Pre-K and Kinder** students in a non-bilingual classroom will be picked up at the **Corpus Christi gate**

**Pre-K and Kinder** students in **Bilingual** Classrooms will be picked up at the **Kress gate**.

**1<sup>st</sup> grade through 3<sup>rd</sup> grade** students will be picked up at the front gate on **Laredo Street**.

**4<sup>th</sup> grade and 5<sup>th</sup> grade** students will be picked up at the **Rouse gate**.

Upper Grade students will **not** be permitted to go to another location to pick up or meet their younger siblings

Parents/Adults will present their student's name placard to the dismissal staff and the dismissal staff will deliver the student to the person picking them up. Parents/Adults who do not have a name placard will have to wait until the main dismissal is complete and then go to the front office and present a photo ID to pick up their child.

### Children Remaining after Dismissal

Students that have not been picked up by 3:15 PM will be escorted to the office. Parents will then be notified by phone to pick up student. Parents are required to enter the building to sign the student out documenting the reason for the late pick up. In the unlikely event that you are running late, call to inform office personnel. Repeated incidents may result in an administrative conference. You will need to present your child's name placard or a photo ID to pick up your child during dismissal.