

New Drop Off and Pick Up Procedures begins on January 4, 2010.

Please look over the map, note the Zone your student(s) has been assigned.

Single students have been assigned for pickup in Zones 1 thru 3 which are located at the back drive.

Parents picking up in Zones 1 thru 3 will:

1. Enter the drive in Lane B (the outside lane).
2. Continue on the outside lane until you enter our back drive (please note that we have changed directions to this lane, it now flows Eastbound).
3. Staff will be able to identify what vehicle is for what child based on your color coded card that should be placed visibly in your window. **PLEASE REMAIN IN YOUR VEHICLE.**

To ensure that we have a flow of traffic, please enter the front drive in the appropriate lane, and follow the flow of traffic. Staff will use their two way radio to retrieve your child from their respective zone. Once your child is safely in your vehicle, please proceed out the back drive.

Again it is very important to have your color coded ZONE Card visible in your window so that staff will know what students you are picking up.

Students with siblings have been assigned to Zones 4 thru 11 and are to be picked up in the front drive.

Parents picking up students in Zones 4 thru 11 will:

1. Enter the drive into Lane A.
2. Remain in that lane as it curves
3. Be directed by staff to merge into Lane A so that we will be able to load 2 vehicles at a time.

To ensure that we have a flow of traffic, please enter the front drive in the appropriate lane, and follow the flow of traffic. Staff will use their two way radio to retrieve your child from their respective zone. Once your students are secure in your vehicle you will then follow the prompt from staff. Those cars that are in Lane A will then merge into Lane B as there is **NO LEFT TURN**. Once you have reached the exit you may make a **RIGHT TURN ONLY**.

Again it is very important to have your color coded ZONE Card visible in your window so that staff will know what students you are picking up.

When dropping students off in the morning, please be reminded that the back drive has changed directions so you may now drive **EASTBOUND** on the back drive, drop your student off at the back gate and continue out the back drive. Giving parents this option should help the congestion in the front of the school.

As always, the safety of our students, parents and staff are of the utmost importance to us. Please use caution and courtesy when dropping off and picking up students.

Kindergarten Parents,

Release time for Kindergarten remains to be 2:45. Pick up procedures for Kindergarteners that DO NOT have siblings here at Desert Heights will also remain the same. For those Kindergarteners that DO have siblings at Desert Heights, they will be located behind the front gate after their dismissal time of 2:45 where they will remain until their eldest sibling picks them up and takes them to their respective zone. This means that basically we have “families” at each of the respective zones to make pickup easier for parents.

For those students that normally go to Aftercare or to Day Care off campus, their procedures will remain the same. We have assigned Zones to EVERY student though in the event your child does not go to their normal aftercare or day care and will be parent pick up for the day.

Again, it is very important that the Zone card that has been provided for every student be placed visibly in your window so that staff can see it and know what student(s) you are picking up.