

# *Dr. Cleveland Steward Jr. Elementary*



In response to parent and community concern CSE is changing our current am. student drop off procedures. Our goal is to promote a safe and efficient drop off procedure for students, guardians and staff. Please reference the below information for a general overview of our new structure. We will implement it starting **April 11th**.

### ***Time Frame:***

- The rear entrance will open to receive students at 8:50 am
- The rear entrance will close, no longer receiving students at 9:10 am (At which point families must report to the front of the building and ring the bell. A staff member will meet the student at the door. Guardians are not permitted to escort the child beyond the front door)

### ***AM student Drop Off:***

- When entering the backlot make an immediate right
- Then a left, to follow along the right side of the metal barriers (This will permit the vehicle to drive parallel to the CSE rear fence )
- Enter the Drop off lane and proceed slowly
- Continue slowly until your vehicle has arrived at the opening in the fence, where staff is waiting, your child or children may exit the vehicle through the passenger side door only. ( This will prevent he or she from having to cross in front of cars)
- **Drivers should not exit the car** in the parent drop off line. If your child needs assistance opening the door, one of the staff can help.
- Please have your child ready and the door unlocked in order to exit the car quickly ( backpack ready, goodbyes said, etc.)
- Once the student is out of the vehicle, continue driving straight and then make a left.
- Follow the isle straight and exit the parking lot

### ***Important Safety Features (No No's)***

- Do not pull into or through the rear parking area to drop your child off
- Do not park in the rear lot and escort your child to the gate
- Do not double park in order to drop off your child or children

We continue to reflect on our practices and try to improve them to create the optimum environment. These procedures may be modified as needed to improve safety efforts. We thank you for your support and understanding as we change our current structure.

Ms. Cyrene Bey M.Ed  
Principal

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