



MT. COMFORT ELEMENTARY STUDENT DROP OFF AND PICK UP PROCEDURES

The drop off procedure for students will be to enter the East side parking lot and make an immediate right into the lot. Drive around the perimeter of the parking spots and line up in your cars in front of the main entrance/kindergarten entrance doors. The doors will be open at 7:25 a.m. Students will be dismissed from their cars on the **curb side of the car** (*This is for safety purposes. We have two lanes of traffic moving and it is too dangerous to continue letting students out on the left side of the car, especially as our mornings transition into darkness*). Please release the students between the cones only (bicycle rack and book return box). Please do not release your student unless you are in this area. If you are walking your student into school, please use the West parking lot to park in and cross the road in the middle section across from the main entrance (*Again, this is for the safety of you and your children*).

If students arrive at 7:25 they must go to the cafeteria until 7:35 a.m. If you arrive after 7:45 a.m. or if you pick up your child prior to 2:00 p.m. dismissal, please come in the main entrance to sign your student in or out. All other doors will be locked at 7:45 a.m.

REMINDER: Students are considered TARDY if they are not in their classroom at 7:45.

Kindergarten drop off and pick up will be at the same location and follow the same procedure through the East parking lot. Morning Kindergarten pickup will be at 10:30 a.m.

For afternoon Kindergarten, we will open the doors at 11:05 a.m. and the students can be dropped off and a staff member will walk students to their classrooms by 11:15 a.m.