

Parent Drop-off and Pick-up Procedures Farms Intermediate School

Drop-off:

School begins at 8:45 a.m. (At 8:45 a.m., students are expected to be in their classroom for attendance and ready for class to begin).

Parents who drive their child(ren) to school are asked to follow the drop-off and pick-up procedures to help reduce congestion and provide a safe environment for our students. *Parent drivers should enter through the parent entrance off Taylor Road and proceed to the **far end of the parent drop-off area located along the sidewalk on the front-side of the building** (please **do not stop at the corner** or **allow your student to exit** along the bus sidewalk as it really contributes to our traffic back up).* Students who are dropped off should continue to enter the school through the main entrance. **Students may be dropped off at 8:30 a.m.** We do not have supervision for them before 8:30 a.m. Please try to have your child(ren) to school prior to 8:37 a.m. so they have ample time to get to their lockers and class.

*If your child(ren) arrive to school late (after 8:45 a.m.), and an adult is no longer on the sidewalk to greet them, **you must park and sign them in at the front office.*** Students who are not signed in by an adult will receive an *unexcused* tardy which may eventually result in disciplinary action.

Pick-up:

School ends at 3:45 p.m. – (Mondays–Thursdays) and 2:45 p.m. – (Fridays)
(Students will be dismissed at these times from their classroom).

When picking up your child, please move as far forward along our sidewalk (even beyond the end of the drop zone in the afternoon) and keep moving forward slowly as cars in front of you exit. Please **DO NOT PARK** along the sidewalk. If you need to sign your child(ren) out in the office, please park in the parking lot and come in to the front office. Cars left unattended along the sidewalk, or failing to move forward during pick-up time, greatly contribute to our afternoon traffic back-up. ****NOTE: In the event that individuals ignore signage and/or procedures, tickets may be issued to violators.***

Students are permitted to walk directly to the pick-up area at dismissal as long as *they have been signed out by you* or you have a *permanent letter on file in the office.* ***For their safety, students may NOT walk out into the parking lot without an adult.*** We also ask that you **NOT** park on any side road (including Twin Oaks drive) to pick up your child. We will not allow students to walk to your car parked along the street. You **must** pull up along the sidewalk **OR** park in the parking lot and escort your child(ren) to your car. ***YOU MUST EXIT THE PARKING LOT AT TWIN OAKS DRIVE. THIS IS THE ONLY EXIT!***

Students who walk to school and have a permanent note on file or have been signed out by a parent (and picked up along the sidewalk), will exit the building on the west end, via the sidewalk. Teachers will instruct students to do so as they exit the building.

Students are not permitted to wait for rides in front of the building after our busses have left the parking lot. Your child(ren) will be waiting for you in our front office. Your child(ren) **MUST** be signed out before they can leave the school premises.

Please Note:

*Please make dismissal arrangements with your child(ren) in the morning **before** they come to school. If your plans change during the day, please notify our office **before 3:00 p.m., Mondays-Thursdays and before 2:00 p.m., Fridays** (if possible). We will kindly deliver the information to your child(ren). At **NO TIME** during the school day should students be using their cell phones to make pick up arrangements with parents on an individual basis. **All correspondence needs to go through our front office.***

We appreciate your support in helping Farms have a safe and efficient dismissal!!!!