

# Sweetser Elementary Student Drop Off and Pick Up

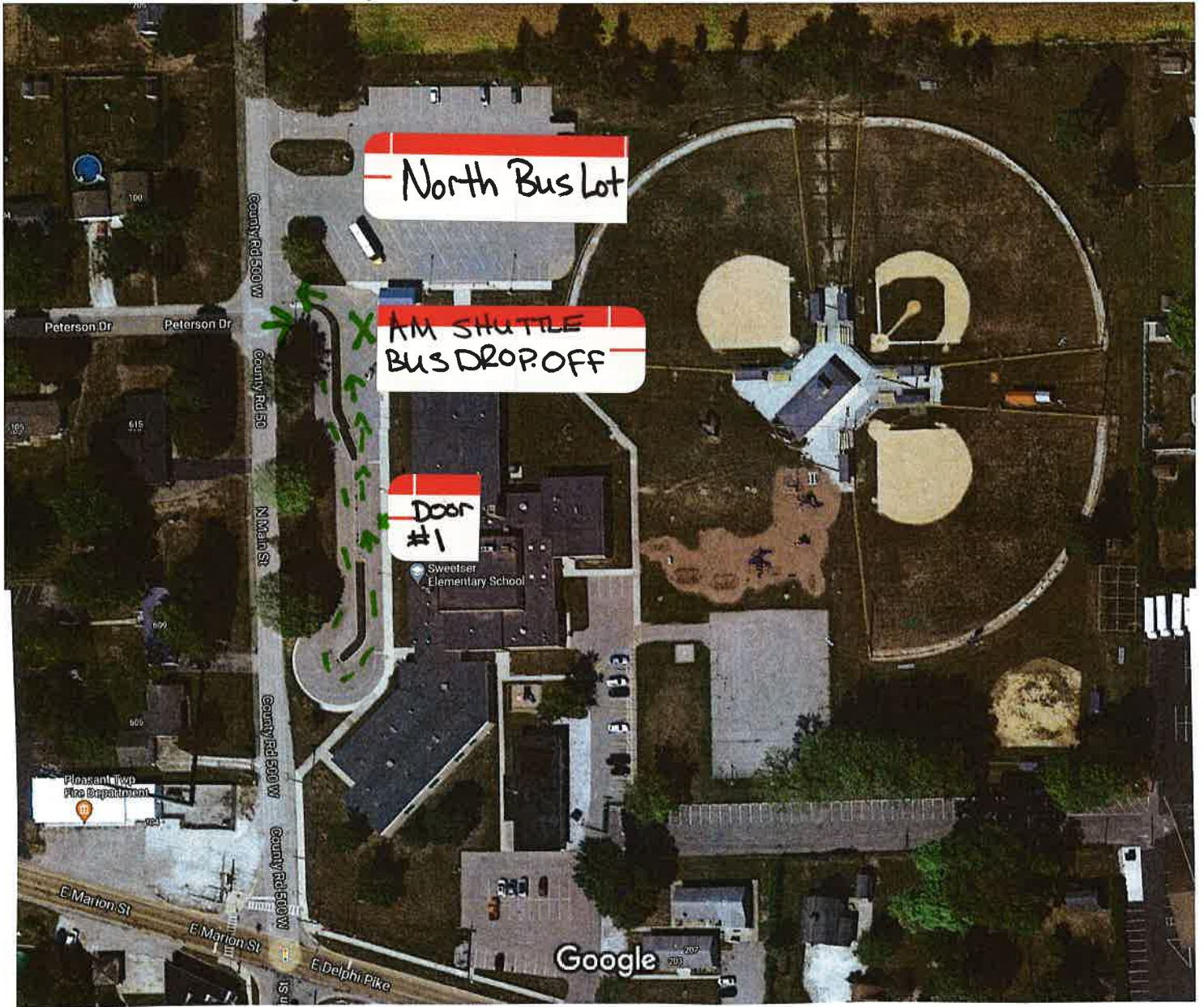
## AM Drop off procedure

- Enter the school property driveway on the south side of the median (right side). **The North parking lot is for buses only 7:15-8:05am. Personal vehicles should not enter the north parking lot to drop any students off in the AM**
- Drivers should pull up to the white line (past door 1) if possible to let students exit the vehicle so that we can have multiple students exit at a time. Students will enter through the front entrance door #1
- Please do not allow students to exit the vehicle until they are within 4 cars of the front entrance.
- Students may be dropped off between 7:20 am and 7:45 am. School starts at 7:45am.

## AM Shuttle bus procedure (non-Sweetser students)

- Enter the school property driveway on the south side of the median (right side). **The North parking lot is for buses only 7:00-8:05am. Personal vehicles should not enter the north parking lot to drop any students off in the AM**
- Proceed through the front drive loop and past door #1. Students may exit the vehicle at the last turn and meet under the pavilion where a staff member will help them get to the right shuttle bus.
- Students may be dropped off between 7:20 am and 7:29 am. Buses will leave the Sweetser parking lot at 7:30 am. There will be shuttles to Converse, Swayzee, and the Jr/Sr High at this time.

# AM



## **PM Pick up procedure**

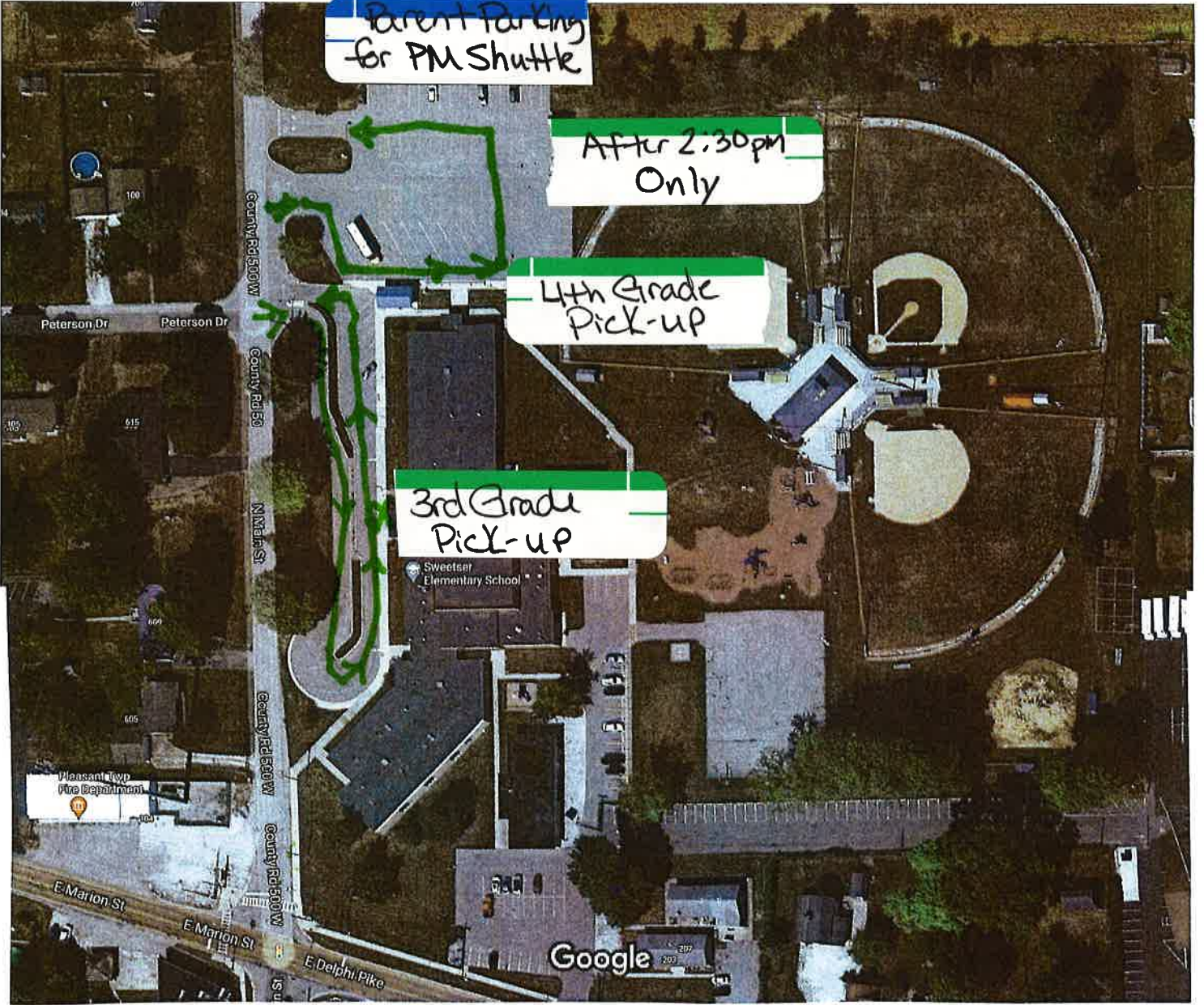
- Students will be released at 2:30 pm. **The North parking lot is for buses only from 2:00-2:30pm. Personal vehicles should not enter the north parking lot to pick up students during the 2:00-2:30 pm time.**
  - 3rd grade will be released at door #1(front of the building)
  - 4th grade will be released at door #7 (north exit bus lot)
  - Cars may enter the North bus lot only after all buses have exited the lot
  - 4th grade students will be picked up on the sidewalk closest to the door 7 exit.
  - If a car must arrive early to the 4th grade lot, please use the back exit and park in the back of the lot until all buses have exited the lot.

## **PM Shuttle buses (non-Sweetser students)**

- Elementary Buses will drop off students in the **North Bus Lot (this is a change from last year)** Between 2:45 and 3:00 pm
- Students will exit the shuttle bus and remain on the sidewalk until their vehicle pulls up. Students will not be allowed to walk through the parking lot.
- Please yield to the buses and do not pull up to the sidewalk until they have exited the parking lot in order to allow them to leave and continue on their PM routes.
- Drivers may wait for the shuttle bus by parking in the back of the lot parking spaces. (See map)



# PM



Parent Parking  
for PM Shuttle

After 2:30pm  
Only

4th Grade  
Pick-up

3rd Grade  
Pick-up

Google