

Murray Manor Campus

Drop Off/ Pick Up Procedures

PARKING

- Staff Parking Lot is for staff parking only (7:00 am – 2:35 pm).
- Visitor/Volunteer/Parent parking is
 - 1) On the nearby streets (El Paso, Jackson, Dalhart, etc.).
 - 2) Be mindful when you consider parking in the business lots near our school for drop off/pick up. Please never park in loading zones, reserved parking spaces for business staff, in the gas station pumping lanes, or behind the business buildings where deliver trucks make their deliveries. Vehicles may be towed at owner's expense.
 - 3) Jackson Park

DROP OFF

- Drop off lane is the right-hand lane in front of the school.
- Drop off lane is for students to exit from the right passenger side **ONLY**.
- Drop off lane is **NOT** for parents to park and exit their vehicles.
- Students are to exit the vehicle from the Drop off lane **ONLY**, not from the Drive Thru lane.
- Once student(s) exit the vehicle safely, carefully merge into the Drive Thru lane, indicating your intention to do so with your blinker.

PICK UP

- If picking up in front of the school, in the Drop Off/Pick Up lane, do not park and exit your vehicle.
- Wait in your vehicle in the Drop Off/Pick Up lane to pick up your student(s).
- Once your student(s) are picked up, entering the vehicle from the right side, carefully merge into the Drive Thru lane, indicating your intention to do so with your blinker.
- When vehicles leave the Drop Off/Pick Up lane, other vehicles still waiting to pick up their student(s) are to continually pull forward to alleviate traffic congestion.
- If you would like to park and pick up your student, you can park on the nearby streets or business parking lots. You can wait for your student in the "Parent Dismissal Waiting Area" in front of the office in the grassy section.
- If you are planning to park and pick up your student, please do not enter the school site until after the bell rings for dismissal (2:20 pm M, W, Th, F; 1:05 pm Tues).
- Please discuss your pick up plans with your child, so there is no confusion of where they are to go after school.
- Students are to wait for pick up in front of the office (in Dismissal Waiting Area). They are not to be lingering in hallways, play on play structures, or play on lower/upper/Kinder field areas.

Thank you for your support and understanding during drop off/pick up times. Murray Manor families continue to amaze and impress us with their concern about the safety of our scholars during drop off and pick up times. Thank you for being aware of your surroundings, respectful of other drivers/pedestrians, considerate, and patient.

Your commitment to your child, everyone's safety, and to our school makes such a huge positive difference, and we are grateful for it!