

# Murray Manor Campus

## Student Drop Off/ Pick Up Procedures

### PARKING

- Staff Parking Lot is for staff parking **only** (7:15 am – 2:35 pm).
- Do not park in reserved staff parking spots when dropping off or picking up for Extended School Services (ESS).
- The Staff Parking Exit gate will be closed/locked at 7:55 am.
- All exterior campus gates will be closed/locked promptly during the school day.
- 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 delivery trucks make their deliveries. Also, be considerate to surrounding businesses, save parking spots for customers. ***Vehicles parked in business areas will be towed at the owner's expense.***
  3. Jackson Park

### DROP OFF

- Gates open at 7:45 am.
- 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.
- **Continually pull forward to prevent traffic congestion at Lake Murray Blvd and El Paso St. intersection.**
- Please drop off your student at the appropriate gate: 1st gate: TK and K; Main gate: 1-3; Gate near parking lot: 4-5

### 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 surrounding neighborhood streets. You can wait for your student in the “Parent Dismissal Waiting Area” in front of the office in the grassy section until the dismissal bell rings.
- If you are planning to park and pick up your student, do not enter the school site until after the bell rings for dismissal (2:20 pm M, W, Th, F; 1:05 pm Tues).
- 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 the Dismissal Waiting Area). They are not to be lingering in hallways, play on play structures, or play on lower/upper/Kinder field areas. • Office Staff will make calls for pick up, if a child is not picked up after supervision (**refer to LMSV Abandoned Child Protocol**).

We appreciate your support and understanding during drop off/pick up times. Thank you for being aware of your surroundings, respectful of other drivers/pedestrians/businesses, and patient for the safety of our scholars.