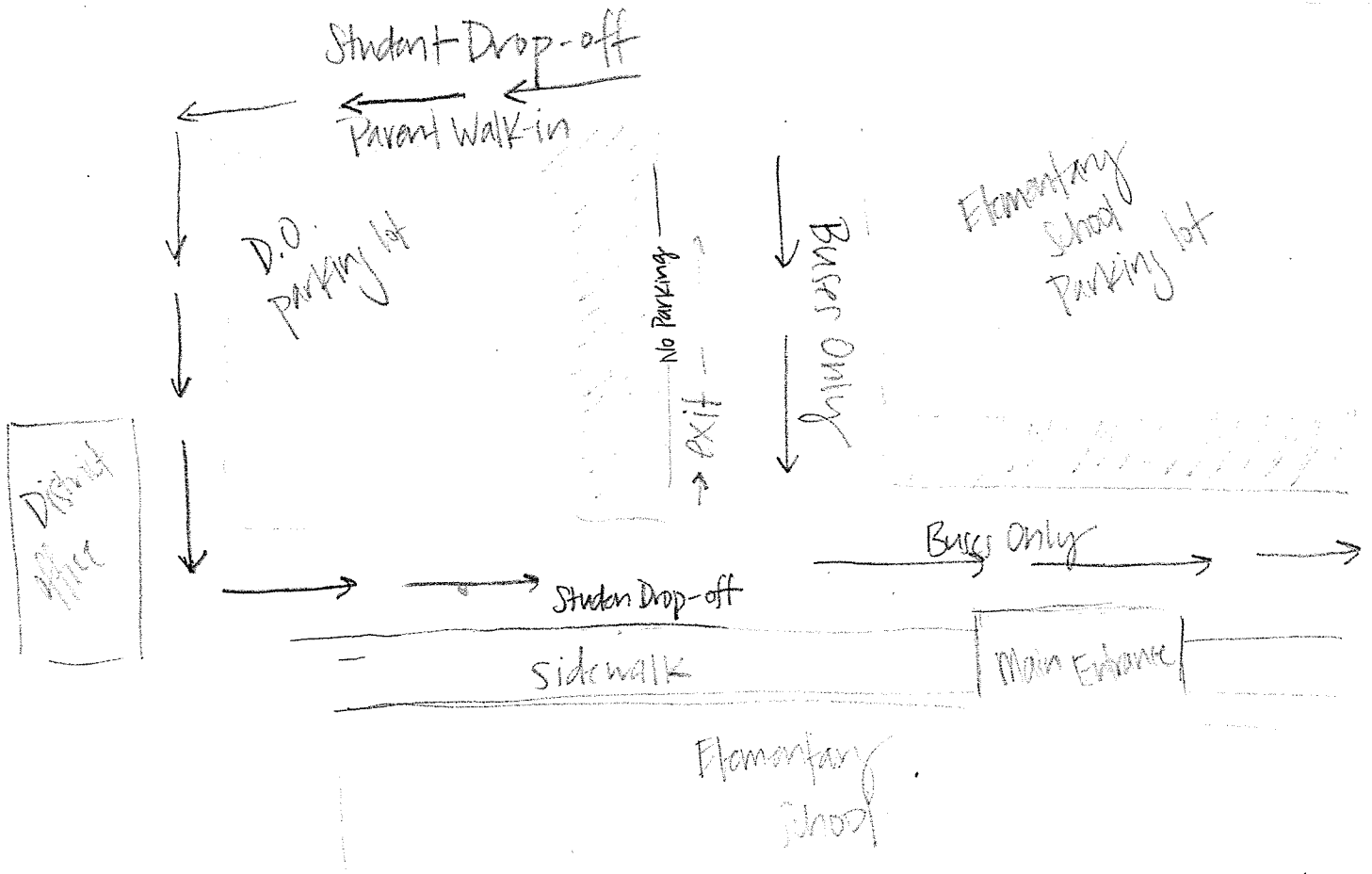


# Colton Elementary School Student Drop-off/Pick-up Procedures

In order to ensure a safe and efficient drop-off in the mornings we ask that all families and students follow this procedure. Thank you for helping to keep our students safe. Please refer to the map below or contact the school with any questions

1. Buses will use the bus lanes in front of the main school entrance to drop-off students.
2. Students being dropped off should be driven around the District Office parking lot as shown below. There will be a CES staff member there greeting students at the drop-off point until 7:30.
3. If students are being walked into school, please park in the District Office parking lot and walk students to the sidewalk using the crosswalk and down the sidewalk into the main school entrance.
4. Please do not park in the exit lane and walk students from there - this creates a safety issue.
5. Students should walk only on sidewalks or in designated crossing areas never between buses, cars, or in the bus lanes.



# Colton Elementary School Student Drop-off/Pick-up Procedures

At dismissal time, our priority is to make sure every student gets on the proper bus or picked up by the proper adult. Please help us make this happen by following the procedures listed below. Refer to map below or call the office with questions.

1. Please ensure that the CES office and your student's teacher have accurate information about your student's after school plans. If you need to change your student's after school plans, please call the office before 1:30 (we understand urgent situations may arise which prevent you from calling by then from time to time) so that we can get those changes to your student's teacher.
2. Students will come out the main entrance with their teacher. Students riding the buses will be dropped off first while the class walks towards the covered playground area.
3. If you are picking up your student, please wait in covered playground area. Once all bus-riders have been dropped off teachers will bring students to the covered area where they will make eye contact with you and send your student to you.
4. During pick-up time only, people are allowed to park in the area by the covered area as long as they don't block the bus lane or driveway.

