



## Student Drop-Off Procedure



The following protocol will continue in an effort to be efficient and safe when dropping off students in the morning at Green Ridge Elementary.

1. We will use the second door on the side of the building as the student entrance into the building. This helps alleviate most of the backup onto Green Ridge Road.
2. While in the drop off lane, parents may **NOT** exit the vehicle.
  - a. If you feel as a parent a need to get out of the vehicle, please enter the side lot for parking, park in a spot and walk your children to the main entrance. ***If you choose to park, you may not use the drop off entrance to enter the building or walk between the buses.***  
**Please park on the side of the building. Do not park in the front.**  
This is for safety purposes.
3. Once in line, do not pull out of the drop off lane. Stay in line so that cars exit around the outside of the parking lot in a single file manner.
4. Once your car is next to the sidewalk, students may exit onto the sidewalk from the passenger side. All cars at sidewalk will be able to unload in order to help alleviate congestion.
5. Students should enter out of the passenger side of the car so they are not walking between moving cars.
6. Please refrain from talking on a cellular phone while dropping children off. You are entering an area in which children are moving, and it is vital that you are alert and paying attention to what is happening around you.

Thank you in advance for your assistance and understanding in this matter.

Mrs. Lena, Green Ridge Principal