



Robert Tucker, Principal  
**Army Trail Elementary School**  
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## Pick up Procedures

### Kindergarten to Fifth Grade

Students are dismissed every day at 3:15, except for Early Release days which dismissal occurs at 12:00. Walking students should leave immediately after being dismissed and walk home. Students being picked up should wait on the east side of the building for the car pickup line. Vehicle pick-up is located on the East Side of Army Trail in the parking lot. Students can only be picked up between Doors 6 and 7. Please see the traffic pattern diagram for a detailed drawing. Any students remaining after 3:30 will be taken to the Army Trail Main Office. Parents or Guardian must then pick up their child from the office. To keep the line moving as quickly as possible, please follow these guidelines:

- Parents should not exit their vehicles
- Students should only enter the vehicle on curbside or passenger side
- Follow directions of staff members directing traffic
- Pull as far forward as possible and safely pull up close to the car ahead of you

### Pre School Expansion

Students participating in the Pre School Expansion Program should be picked up at Door 1 between 2:50 and 3:00. To speed up the pick-up process, please do not exit your car or park in the driveway, a Pre School staff member will meet you at your car with your child. Any students remaining after 3:00 will be taken into the Army Trail Main Office. Parents or Guardian must then pick up their child in the office.

### Head Start

Students participating in the Head Start Program at Army Trail should be picked up at Door 6 between 2:15 and 2:25. To speed up the drop off process, please do not exit your car or park in the lot, a Head Start staff member will meet you at your car with your child. Any students remaining after 3:00 will be taken into the Army Trail Main Office. Parents or Guardian must then pick up their child in the office

	K-5 Students		Pre School	Head Start
	Regular	Early Release		
Dismissal	3:15	12:00	2:50	2:15
Pickup in Office	3:30	12:15	3:00	2:25

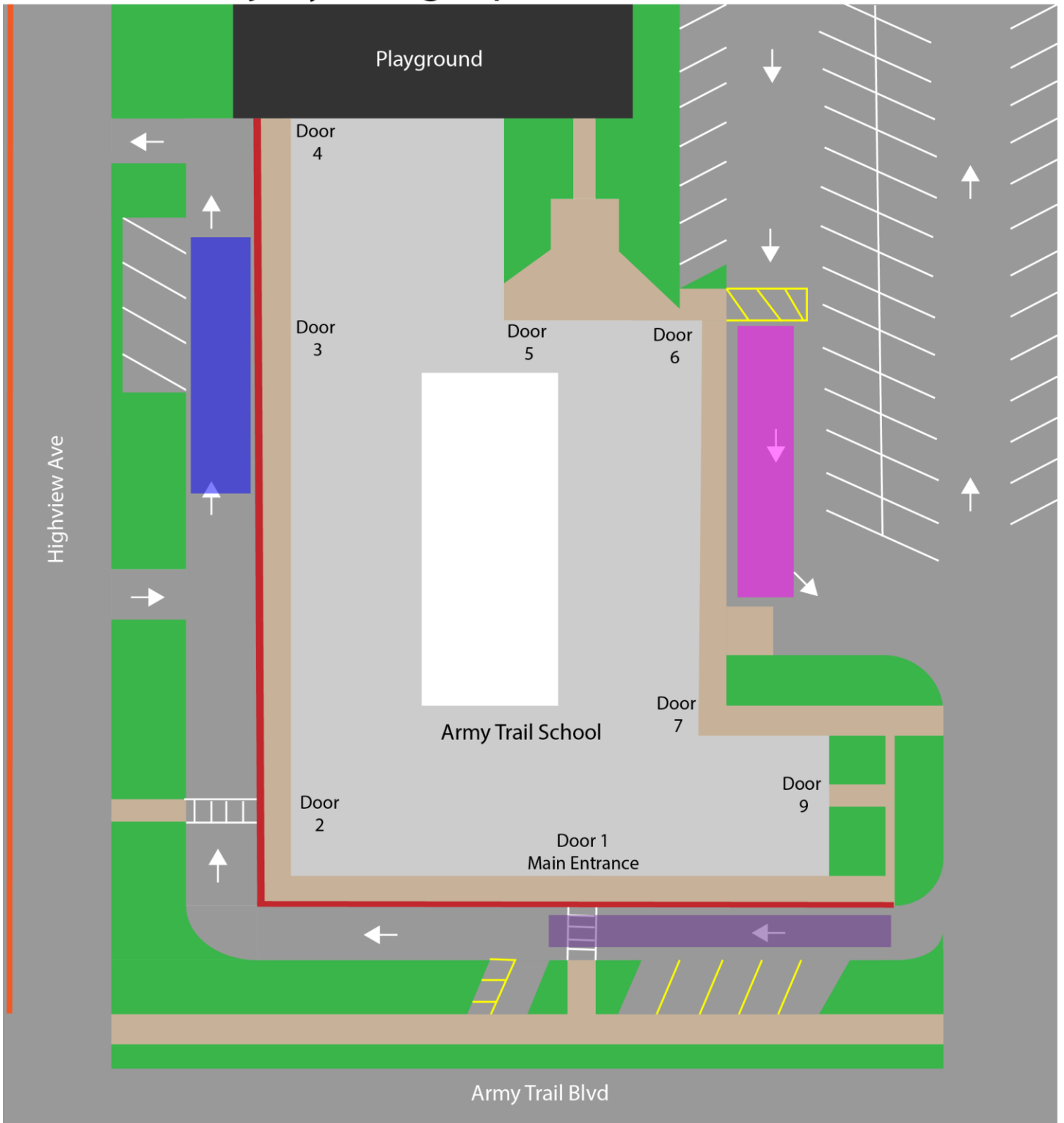
Be following these additional safety guidelines:

- For safety, students should not be dropped off on Highview Ave, this is for their safety
- Parents are discouraged from parking in the lot and walking their students to the building
- Please do not park in the driveway, our driveway in front of the building is not wide enough to accommodate two cars. Parking in the driveway will keep other cars from getting through.



# Drop off and Pick up Traffic Patterns

## Dejar y recoger patrones de tráfico



**K-5 Student Drop off and Pick up**  
K-5 Estudiante dejar y recoger

**Daycare Bus Drop off and Pick up**  
Servicio de guardería para autobuses

**School Bus, Pre School Drop off and Pick up**  
Autobús escolar, preescolar dejar y recoger

**No Parking Anytime**  
No estacionarse a cualquier hora

**No Student Drop off or Pick up**  
No hay estudiante que deje o recoja