

LSUS Student Drop-Off & Pick-Up Procedures



All families have a dismissal number (car line number) assigned to them. You keep the same number year after year.

Drop-Off Procedures:

Morning **Extended Care Opens at 6:30 AM** and **STOPS accepting Students at 7:30 AM.**

- Please **DO NOT drop your students off between 7:30 AM and 7:45 AM.**
- Drop your student at door #3 for Extended Care.

For school drop-off: form a line after 7:30 AM pulling forward to two car lengths past the crosswalk near door # 11. *Please keep your students in your vehicle.*

- At 7:45 AM LSUS staff will let everyone know they can exit their vehicles and enter the school. *Please have your child ready to exit the vehicle if you are sitting and waiting.*
- Students **MUST exit their vehicle on the right side of the vehicle**, the school side of the car for the safety of your students.
- Students will **enter door # 1**
- Do not drop off students in the parking lot. You may park in the lot and walk your student to the door.
- Students must be in their classrooms when the **tardy bell rings at 8:00 AM**

Pick-Up Procedures:

Car line Dismissal starts at 3:00 PM (2:00 PM on Tuesdays):

- Pull forward to two car lengths past the crosswalk near door # 11.
- It is **IMPORTANT** that you **pull into the lane that is the direction you intend to turn** out of the LSUS drive. *The right lane for turning right and left lane for turning left.*
- Put your **flashers (hazard) lights on**. Until your student gets in your vehicle then turn them off. This lets staff know who is still waiting.
- **Display family number prominently.**
- **Please park if you forget or lose the number card.** No card? You will be asked to park to go in and get a new number.



- **NO STUDENTS** will be released to anyone without a car line number! This is a safety precaution to help protect your student!
- If student is delayed coming out, yet all other cars are ready to proceed, you will be asked to park in designated spaces to await the student(s) arrival.
- Carline ends at 3:20pm. At that time students are dismissed by grade and checked into Extended Care. You may pick up your student at 3:30pm (2:30pm on Tuesdays) at door #1. Please call 260-205-5578 to have your student released.

Please use caution and courtesy at all times. We are a community committed to serving our own and others' children. Let's be great examples of Christian love and solidarity.

Staff members do our very best to make dismissal safe AND speedy. Delays are usually caused by: numbers not displayed, delayed students, phone malfunctions.

Please DO NOT PARK in the driveway leaving your vehicle unattended. Park in lot B and cross the driveway at the crosswalk to enter door #1

DO NOT PARK IN THE FIRE LANE YOU CAN BE FINED \$171.00!!