

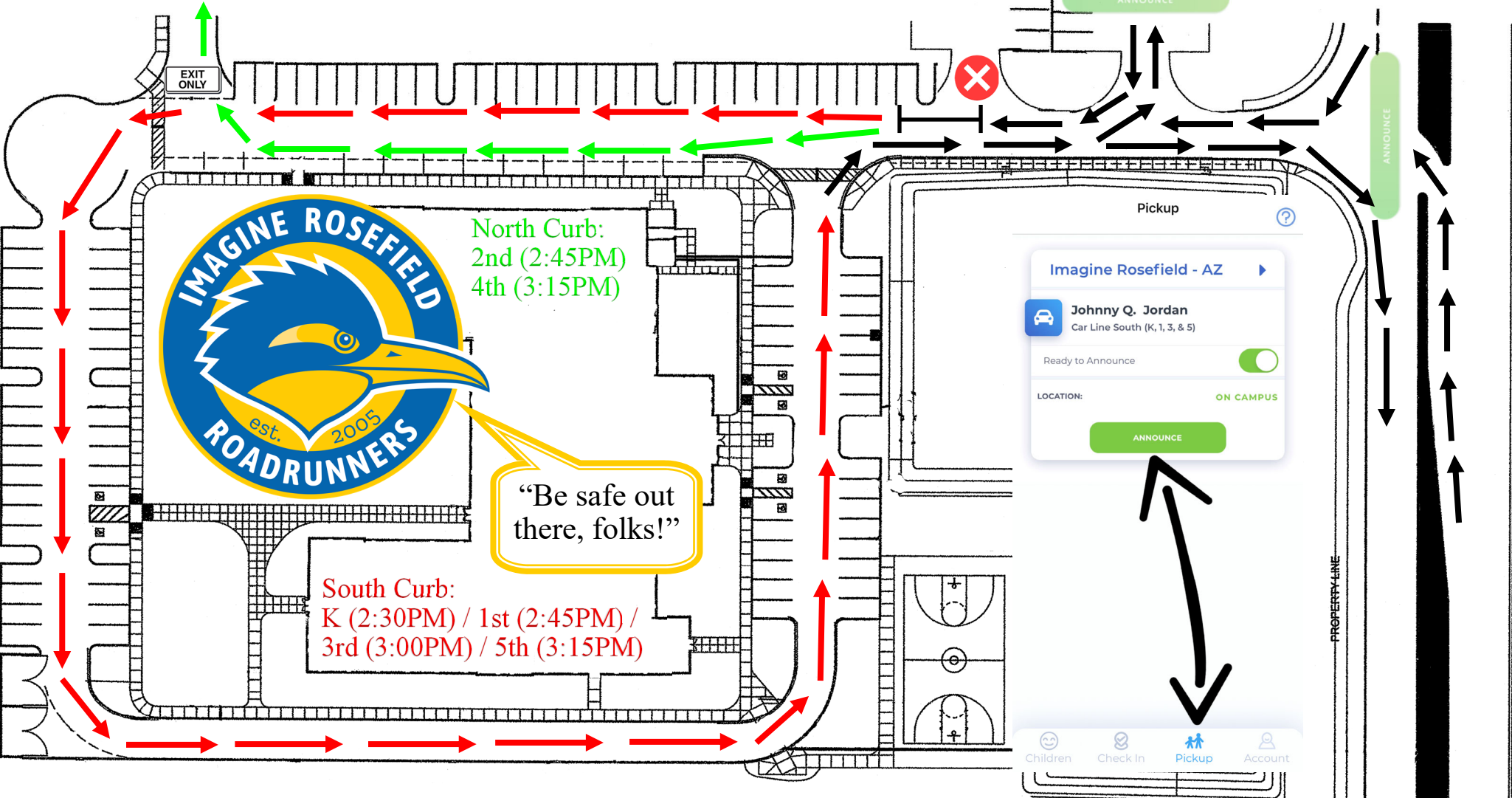


# Imagine Rosefield

## Drop-Off/Pick-Up Traffic Flow Diagram

**Diagram Legend**

- = K (2:30PM) / 1 (2:45PM) / 3 (3:00PM) / 5 (3:15PM)
- = 2 (2:55PM) / 4 (3:15PM)
- = Enter / Exit



There must be **NO PARKING in the Fire Lanes.** We discourage parents from parking to drop-off and/or pick-up their children from school, however, if you **MUST** park (i.e. you are picking up a preschool student), please use designated parking spaces in our parking lot. We are aware that we have a limited number of parking spaces available, and that is the reason we discourage parking. If you **MUST** park, and you find a space is not available, please either continue through our parking lot circling back to try again, or park in an approved off-site location.



# Imagine Rosefield

## Drop-Off/Pick-Up Procedure Tips!

Dear Imagine Rosefield Parents,

We thank you, in advance, for helping to ensure our morning drop-off and afternoon pick-up procedures are as efficient and safe as possible. The following tips are designed to ensure all parents are “on the same page” with regard to the drop-off and pick-up procedures. Please understand these tips may, at times, seem counterintuitive, however, with the “big picture” in mind, they do make sense! We can assure you that if we adhere to the procedures in place, the drop-off and pick-up routines will run smoothly.

1. **Communicate clearly** to your child’s teacher how your child will be picked up at the end of the day (i.e. Car, Walk, Aftercare, etc...).
2. **Be on time!** (Not too early, not too late...***no more than 5 minutes early***)

### Drop-Off

7:30AM for Breakfast ONLY

7:50AM for ALL students

### Pick-Up

Kindergarten = 2:30PM

1st Grade = 2:45PM

2<sup>nd</sup> Grade = 2:55PM

3rd Grade = 3:00PM

4th & 5th Grade = 3:15PM

3. There must be **NO PARKING in the Fire Lanes**. We discourage parents from parking to drop-off and/or pick-up their children from school, however, if you **MUST** park (i.e. you are picking up a preschool student), please use designated parking spaces in our parking lot. We are aware that we have a limited number of parking spaces available, and that is the reason we discourage parking. If you **MUST** park, and you find a space is not available, please either continue through our parking lot circling back to try again, or park in an approved off-site location.
4. Always enter our parking from the Northeast corner of the school property either **from the entrance near Burger King off Cactus, or through the entrance from Bullard** to drop-off/pick-up students in grades K-8.
5. If you arrive before your child’s dismissal time, **please be prepared to circle the block** and re-enter the traffic flow to avoid disrupting the process for those parents whose children are waiting at the pick-up point. Arriving too early causes traffic to back up.
6. Be sure to have your **PikMyKid car tag on your driver’s side dash board** in such a way that it is clearly visible.
7. Display the **RED** or **GREEN** car tag in your windshield in a way that is clearly visible  
(**RED** = South Curb Pick-Up / **GREEN** = North Curb Pick-Up)
8. If you have multiple children, you will **pick up at your oldest child’s pick-up time and location**.
9. For pick-up, be sure to “**ANNOUNCE**” your arrival via the PikMyKid app.
10. If someone other than you is picking up your child(ren), please be sure they are on file with the school office as being authorized to pick up AND designated to pick-up via the PikMyKid app OR have the PikMyKid car tag for each child.
11. ALL parents should **remain in their vehicles at all times**. If you have to leave your vehicle, please park your vehicle in the parking lot.
12. Be sure to **drive slowly and with your eyes peeled!**
13. **Drop-Off and Pick-Up from the designated areas only**...doing otherwise really hinders the process, and places children in harm’s way.
14. **Please avoid “conferencing”** with teachers during the pick-up process. If necessary, set an appointment with the teacher to discuss your child’s progress.
15. Our staff members **will not be able to buckle children into cars**, therefore please teach your children to buckle their own seat belts prior to the first day of school.
16. Please do not be offended **if school personnel ask to see ID, or direct you to the front office**. Our staff has been instructed to check when in doubt.
17. Be mindful that all staff members will be easily recognizable in **safety vests!**

### Imagine Rosefield

A Member of the Imagine Schools Family

12050 N. Bullard Ave., Surprise, AZ 85379

623-344-4300 • Fax 623-344-4310 • [www.ImagineRosefield.org](http://www.ImagineRosefield.org)