Lakeway Elementary Drop off / Pick up Procedure

Parents determine at the beginning of the year their normal transportation route. Changes in transportation are made using School Dismissal Manager.

**K-2 students (not on the bus)**
These students are automatically “car riders”. They are taken to the cafeteria and held there until you pull thru the line. You also have the option of parking and walking over to the cafeteria to get your student.

**3 - 5 students (not on the bus)**
These students are automatically “walkers”. They can walk to cafeteria, pick up younger sibling(s) and walk to meet you in the upper lot or out to the front lobby if you have chosen to come in and get them in the lobby. They may also walk home.

---

**Lower Lot: Kinder – 2nd grade**
- The lower lot is a TWO lane drive. As you turn in, if you are not parking to walk over and go into the school for your child, please remain as far over the RIGHT side as possible to give cars on your left room to pass you to park.
- Place a sign in your dash with your child’s last name on it for staff to call to cafeteria so your student can be sent out.
- Pull all the way up as space allows in front of the school. Ideally close to the end nearer the outdoor classroom to drop off/pick up. Do not drop or pick up at or before the curve as you wind down to the front. This allows cars to flow better.
- Be mindful of the crosswalk in front of the school for parents that are walking their children in/out.
- Do NOT drop your child in the parking row just above the front door and let them walk in the crossway unattended. This isn’t a dropping point. Park and walk them in yourself. Same for pick up. Unattended students won’t be allowed to cross over to you to get in a waiting car.
- Be mindful of the type of space you are parking in. If there is a cinderblock with a name on it, it belongs to a staff member or teacher. Don’t park in them, even if they are empty. They may only be gone for a few moments.
- Do not park in the auction winners spots. They have designated names on them to clearly mark who they belong to.

**Upper Lot: 3rd grade – 5th grade**
- Pull all the way up to let your student out, staying to the right.
- Refrain from picking them up at the street side (Lohman’s crossing)
- Be mindful that the entrance/exit is an in/out one lane, but then it opens up to become two lanes. One for dropping and picking up students. One lane for passing to park and walk them in.