

ISMET/OIA Drive Thru Drop-off and Pick-up Procedure

**Drop-off starts at
8:15 a.m. thru 8:35 a.m.**

**Pick-up starts at
3:25 p.m. thru 3:45 p.m.**

Parents, please follow the drive-thru loop shown below and stay in your cars during designated drop-off and pick-up times. Students will have their backpacks, lunchboxes and jackets and will be guided by staff members into and out of school building as shown in diagram below.

NOTE to Preschool and Kindergarten Families only: Please use this procedure for morning drop-off only. For afternoon pick-up, please park and pick up your child at the School Entrance.

- Please enter the school parking lot and form a line (see diagram below). Please stay in line until directed by a staff member to proceed to the drop-off/pick-up area.
- If your child has forgotten something (i.e. planner, lunchbox, etc.) after you pick them up, you will have to make your way back to the parking lot, park, find the item, and then exit.
- If you are carpooling or if someone else is picking up your child, please make sure that the driver knows about this procedure ahead of time and that the office knows that there is someone else picking up your child. **Children will not be released without parent authorization.**
- **Under no circumstances will a car be allowed to cut into the line without making the full loop.**
- Teachers will be outside to help direct traffic. Please help them by following their directions. **Remember left turn signal out of MET campus yields to oncoming traffic.**



Your courtesy and patience are greatly appreciated

