

EPS & EIS Procedures for Drop-off and Pick-Up

(Refer to the MAP on page 2.)

At all times, please keep crosswalks & ramps open for pedestrians. Do not block them.

AM Drop-off Procedures:

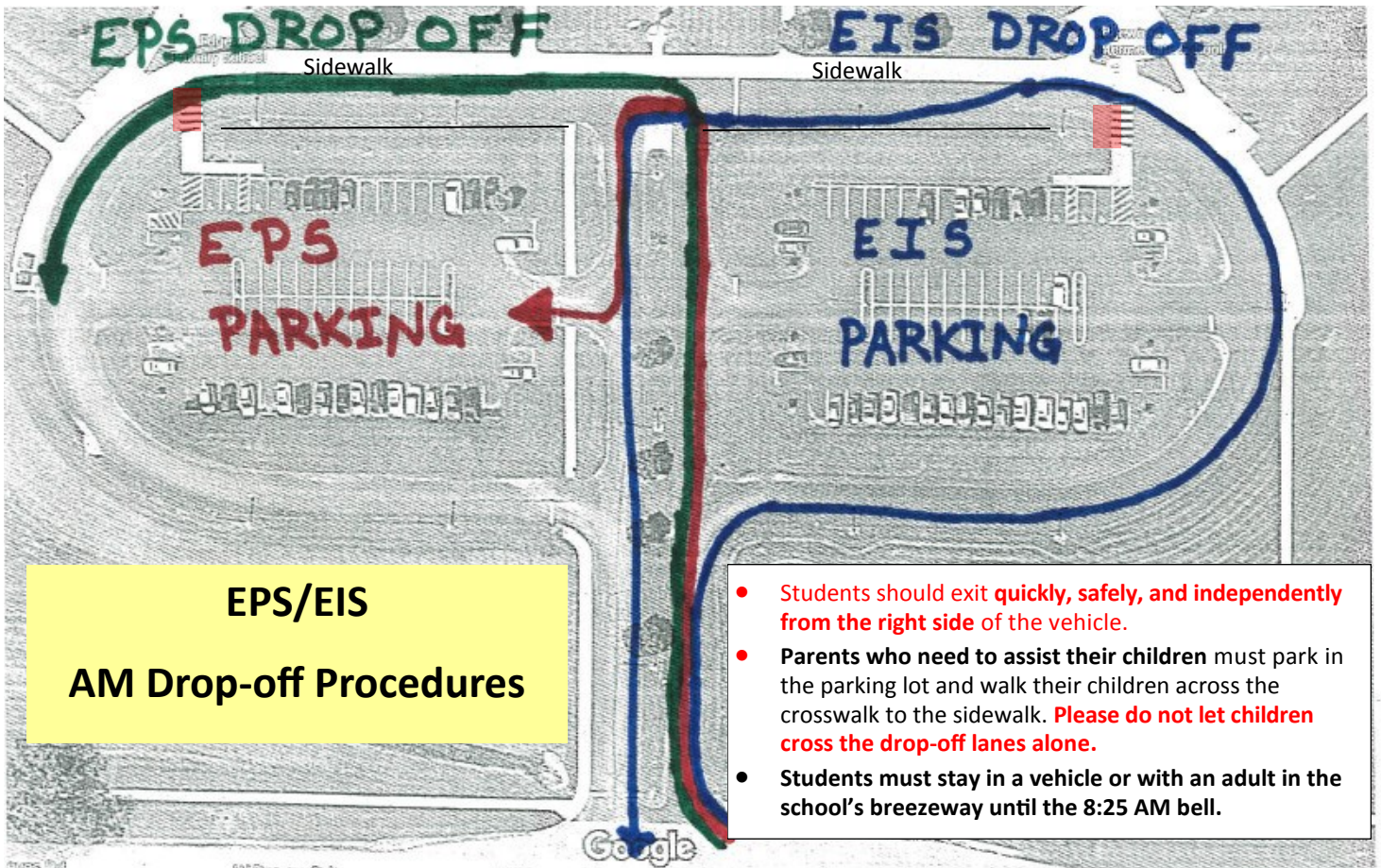
- Approaching the schools, the **right lane** is for those who are **continuing on to the parking lots of EPS/EIS or for dropping students off in front of EIS**. **To drop students off at EIS** turn right before the parking lot along the loop. **To park at EIS**, turn into the parking lot. **To park at EPS**, go all the way to the front of the line in the right lane, wait until you are instructed to turn, and turn at a 90* angle in front of the cars in the left lane (as though you are exiting). This will give you access to the entrance to the EPS parking lot.
- The **left lane** is only for those dropping off students to the **curb in front of EPS**.
- **Students should exit the vehicle quickly, safely, and independently on the RIGHT or passenger side of the vehicle without the driver getting out to assist the student.** There are adults present to assist the children. **Parents who need to assist their children must park in a parking lot and walk their children across the crosswalk and to the curb.**
- Please keep the bus drop-off area (yellow curb) clear unless otherwise directed by staff. **EIS students may be dropped off along the curb past the crosswalk IF the buses are no longer present.**
- Please be considerate of eastbound vehicles and allow them to enter either lane they need to access.
- **Students must stay in a vehicle or with an adult in the school's breezeway until the 8:25 AM bell.**
- **Please be safe, courteous, and respectful to other parents who are also dropping off their children.** You are setting an example. By allowing every other car to enter the exit lane as parents leave, you are allowing the drop-off lane for EPS to go much quicker, and preventing a back-up.
- **Please put down cellphones when you enter the schools' lanes.** Distracted drivers slow the process and put students/pedestrians at risk.

PM Pick-up Procedures:

- Travel loops must remain open until pick-up time. **Do not park for pick-up until 2:45 p.m. or after.**
- Vehicles picking up students from **only EPS should park along the parking lot side of the curb in front of EPS.** (Use the **GREEN** path on the attached map.)
- Vehicles picking up students from **both EPS and EIS should park along the school sidewalk side of the curb in front of either school.** (Use the **RED** path on the attached map.)
- Vehicles picking up students from **only EIS should park along the parking lot side of the curb in front of EIS.** (Use the **BLUE** path on the attached map.)
- **Only approved adults with current vehicle decals will be able to pick-up students, and must wait in or around their vehicles.** Staff will be around to check decals, ID, and radio the school to dismiss students by zones. **The decal form is attached on page 3. Families need only to return ONE form at either EPS or EIS, but will need to notify the other school to share the decal numbers they received.**
- **Vehicles will be dismissed from each zone once all children in the zone are secure.** Please follow the staff's directions.
- **Only students who WALK home will be met by an approved adult at the middle flag poles.**

Dismissal Changes:

- Please contact the front office at either school to make dismissal changes during the day **no later than 2:00 PM; emergency exceptions only.** EPS: 812-876-9600; EIS: 812-876-2219



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