

# Drop-Off & Pick-Up Procedure

Burning Tree is fortunate to have a Kiss 'N Ride system for drop-off and pick-up. This system is the result of many months of study and effort on the part of BT parents, administration and staff, as well as MCPS and county government agencies. It is designed to enhance safety at our school during drop-off and pick-up. We need full cooperation of Burning Tree parents to help our Kiss 'N Ride run smoothly and efficiently. Please read the Kiss 'N Ride section below for important details.

Please stop your car along Beech Tree Road as close as possible to the intersection of Beech Tree Road and Winterberry Lane. You may stop only long enough to have your child disembark on the sidewalk, or to have your child enter your car from the sidewalk. Then drive away, as parents will be queued behind you to drop off their youngsters.

If the block in front of the school is full, **line up on Beech Tree Road**. Turn on your car's flashing lights to show that you are lining up for Kiss 'N Ride. Please do not block our neighbors' driveways. The crossing guard will direct you when to pull into the Kiss 'N Ride pickup area in front of the school.

**Please do not pull into the pickup area in front of the school until there is enough space to fit without blocking the corner. This is crucial for the safety of our children.**

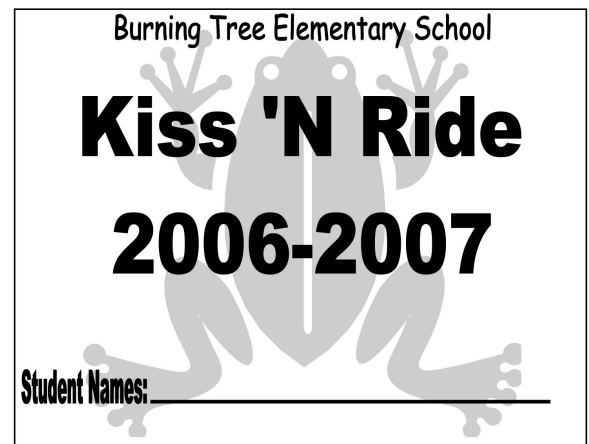
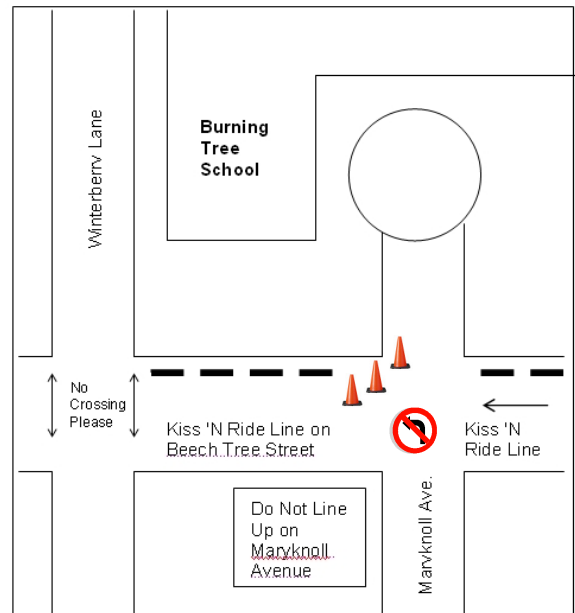
Staff supervises drop-off from 9:00 a.m. to 9:10 a.m. At dismissal time, staff supervises the children as they meet their parents at the Kiss 'N Ride. Please place the school issued placard on the passenger side of your car's dashboard to facilitate children getting into their cars quickly.

## IMPORTANT SAFETY NOTES

The safety habits your child is developing now will be the habits he or she uses when not under your supervision.

- When driving or walking, please obey the signals of our crossing guard.
- No left turn from Marvknoll Ave during Kiss 'N Ride times.

- Do not use the intersections to make a U-turn.
- Use the existing crosswalks to cross the street.
- When driving, do not stop or block the crosswalk as you go through an intersection.
- Have your child exit or enter your vehicle on the sidewalk side only.



Please place this placard on the passenger side of your dashboard!

## Sample Car Placard

## **CROSSING GUARDS & PATROLS**

A police-trained adult is stationed at Beech Tree Road and Maryknoll Avenue to serve as crossing guard. Students patrol other crossings close to the school at 9:00 a.m. and 3:30 p.m. Patrols also assist students at bus stops and on the bus. Students may cross Beech Tree Road and Winterberry Lane only at marked and guarded crosswalks.

**Students should arrive at school no earlier than 9:00 a.m.** Children in grades K-1 should assemble on the Kindergarten playground (or in the K-1 hallway in inclement weather) to await the start of school. Children in grades 2-5 should assemble on the blacktop behind the school (or in the All-Purpose Room in inclement weather) to await the start of school.

**Dismissal begins at 3:25.** Parents are expected to be there at that time to meet their child.

Parents meeting walkers after school should arrange to meet their children on the Kindergarten playground. When there is inclement weather, students should wait in the lobby area outside of the kindergarten classrooms.

Children may not use the playground equipment until the staff member on duty signals the end of school dismissal time. This allows the staff to make sure that all students have been picked up.

Bicycles, balls, and scooters are not permitted on the blacktop during dismissal time.

Dogs are not permitted on the blacktop and should not be brought to school at arrival and dismissal times.