



The Morning Drop-off opens at 8:00am and runs until 8:10am. If you arrive after 8:10 please park on the street and walk your child to the front door. We give our students a few minutes to get to class and tardies are marked beginning at 8:15.

- Important! - Drop off must take place between 8:00 and 8:10. Classes begin promptly at 8:15, and we need to give students time to get in and get settled.
- After 8:10, students must be walked to the front door so they can be checked in by a member of the office staff. This includes Middle School students.

The Afternoon Pick-up begins at 3:15pm and ends at 3:30pm. If you are in line or on the gravel drive by 3:30, you will not be late.

Please be patient with our teachers and administrative staff as we work to get everyone through drop-off and pick-up quickly and safely!

Car Tags: Please display these prominently (behind your sun visor if driving; held in-hand if on foot) so that we may quickly identify vehicles or people walking up. Please make sure these are consistently visible.

In an effort to reduce waste, we will only be creating tags for new families. They will receive these at back-to-school conferences. Returning families, if you have misplaced yours, or need an additional car tag, please email Katherine (kgreeneowens@redwoodcoop.org) and we will gladly make one for you.

If you are walking up to drop off or pick up your child...

Please do not park on Crestwood drive. It holds up our carline drastically to have cars parked across from the school. Instead, park on Greenbriar or Albany and walk up the sidewalk of the school. Please be mindful of our neighbors' mailboxes, driveways, and yards. Please refrain from blocking mailboxes and driveways as you park, and walking through the yards of our neighbors as you head to and from your vehicles.

In the morning, you will walk up the sidewalk until you see the marked drop-off location with one of our teachers or administrative staff. You can say your goodbyes there; a teacher or administrative staff will help your child get to the right classroom.

In the afternoon, please walk up the sidewalk and wait on the gravel driveway near the school building. Please bring your car tag with you and hold it up for us to see. We will send your child to you at the designated time.

For everyone's safety, please don't linger on the gravel driveway or on the sidewalk after you have picked up your child.

If we do not yet recognize you, you will be asked to provide identification and this will be checked against your child's authorized pick-up list. Please make sure you have your ID with you.

If you are driving through the carline to drop off or pick up your child...

Please drive through the carline in accordance with the attached traffic pattern map. **It is extremely important that everyone follow this traffic pattern and only turn into the Redwood driveway from the Zandale Dr. or Greenbriar Rd. direction of Crestwood Drive.** We have been asked by the city not to block Jesselin drive with our carpool line. It also keeps everyone safe when traffic is flowing in the correct direction and will help speed up our procedures. **As you exit, please only turn right out of the driveway.** Again, this is not only to assist in the flow of traffic but to keep everyone safe.

Other things to note about using carline:

Please remain in your car during carline, both in the morning and afternoon. We will place your child in the vehicle.

If you need additional time to buckle or use a car seat, you may pull to the two designated loading zone spots. At this point, you can exit your vehicle to assist your child quickly, before exiting the driveway.

Teachers and administrative staff can place your child in the vehicle but are not authorized to buckle your child into a seatbelt or car seat.

We need to place your child in the vehicle on the passenger side. If you have barriers in the way, please consider moving them to the other side of the car or having your child climb through. This is for their safety.

****Please share this information with anyone who will be dropping off or picking up your child (grandparents, other extended family, babysitters, and anyone on your authorized pick-up list).**