



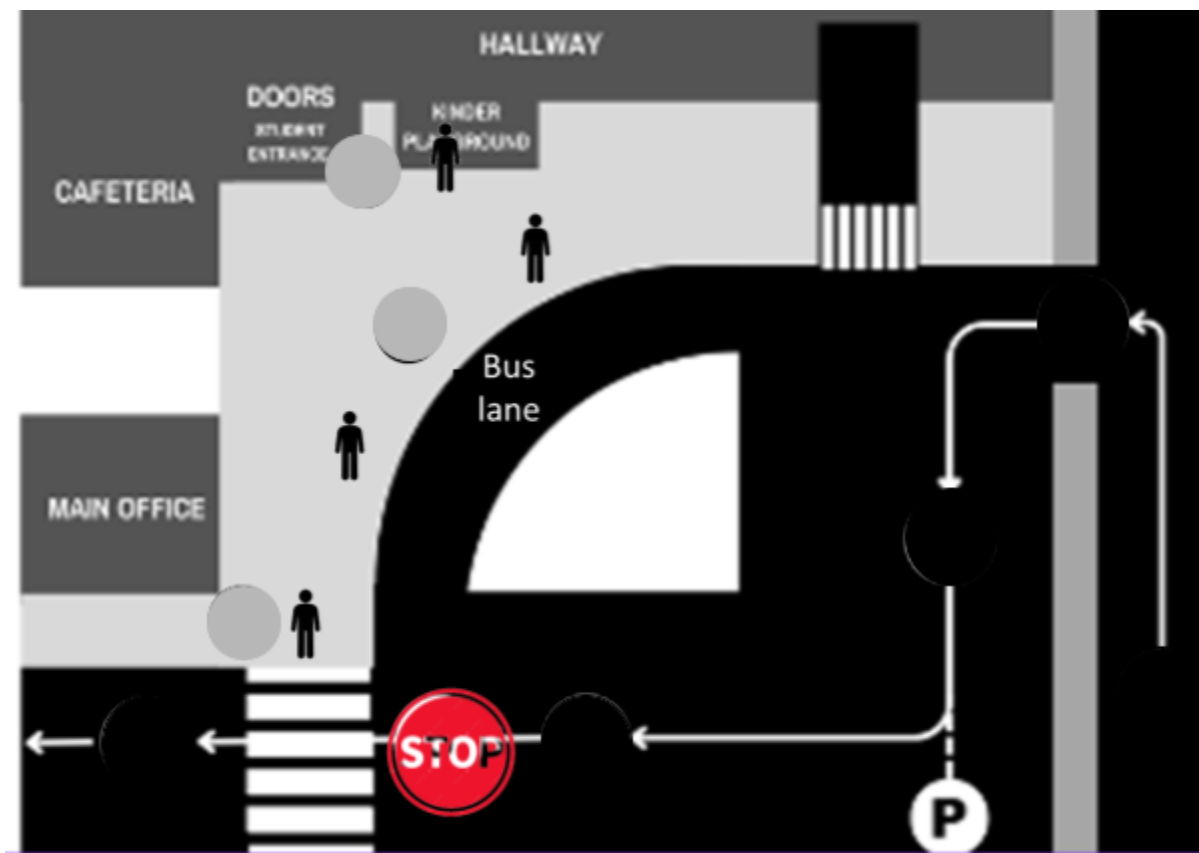
## Bus Duty Pick-Up and Drop-Off Procedures

### Drop off

Guadalupe School cares about the safety of students and families. Student safety extends beyond the classroom and is an essential part of faculty and staff duties. We strive to provide supervision at all times during the day.

Please drive slowly through the parking lot and watch for other families and students. Stop at the crosswalk and look for anyone crossing to the school.

Please pull up to the crosswalk to drop your student(s) off at school. If you need to come into the school, please park your car and use the sidewalk and crosswalk for safety.



## Pick up

When picking up your student, please, pull up to the crosswalk. Staff will be outside monitoring the crosswalk and calling students. If you need to come into the school to pick up your students, please stay to the left to be able to access the parking lot. Do not leave your car unattended in the pick up lane.

Staff may ask you to pull into a parking spot to wait if your student is not timely in coming to the crosswalk.

