

Phelps Center Safety & Security Procedures

Your child's safety is our number one priority.

Please take a moment to review the following items:

1. The Phelps Center has a secured entrance. Upon entering, you must check in the office and register in Hall Pass before proceeding into the building.
*At present, there are no visitors allowed into the school building.
2. **Car Line Drop-off:** Enter the parking lot outer lane from the **NORTH ONLY**. Follow the signage and drop-off in the outer lane by sidewalk from 7:40-7:55am. Please do not park, the inner lane is closed and there is absolutely no passing of cars in the parking lot.
3. **Car Line Pick-up:** Pick-up for grades 1-4 enter the parking lot outer lane from the **NORTH ONLY** from 2:45-3:00pm. Pick-up for grades 5-8 may enter the parking lot from the South into the inner lane from 2:30-2:45pm The inner lane closes at 2:45pm. Students are only released into cars with a clearly visible pick-up tag. Do not park to pick-up.
4. **Walker Pick-up:** Students are only released at the PICK-UP Kiosk to adults with a clearly visible pick-up tag. Do not leave the kiosk, your student will be brought to you.
5. Everyone must have a clearly visible pick-up tag. Anyone without a pick-up tag will be required to show proper identification, ie: driver's license, in order to receive a new pick-up tag.
6. Only persons listed on your student's SPS eSchool enrollment will be issued a new tag and allowed to transport your child after identification is verified. If you need to add or delete a name, please contact the office in advance.
7. If your child is being checked out before dismissal by a non-guardian, advanced permission from the guardian is necessary before the student can be released. Even if the person is listed in eSchool, we must have guardian permission to release early.

Remember to following all parking lot protocols - See map on the back

- 2:30-2:45pm Grades **5-8** grade **INNER LANE** Pink car tag
- 2:45-3:00pm Grades **1-4** grade **OUTER LANE** Yellow car tag
- The **INNER LANE** is closed at 2:45pm