Drop-Off and Pick-up Procedures

Donovan Parents and Guardians:

To make for a smooth drop-off and pick-up of students at Donovan please follow these guidelines:

Drop-off
1. Student drop-off begins at 8:45. Students will remain in their cars until 8:45.
2. Please follow the directions given by district staff members that will be out directing traffic in the parking lot.
3. If you plan to park and walk your child to the building, please turn left at the end of the entrance way and find the nearest parking spot. Walk with your child through the parking lot to the sidewalk.
4. If you plan to drop your child at the sidewalk please turn right at the end of the entrance before entering the main parking. Turn left at the end of the lot and then left again at the sidewalk.
5. Pull forward as much as you can and have your child exit on the curbside of the car.
6. All cars next to the sidewalk will drop off students at the same time and then exit the parking.
7. The next group of cars will pull forward along the sidewalk and drop-off the students.
8. All students must enter and exit the building through the main entrance.
9. Please turn right onto Justice Drive during drop-off and pick-up times.

Pick-up
1. Car riders will be dismissed at 3:40 (2:40 on Early Release Days)
2. Follow the same driving directions as for drop-off.
3. Parents are encouraged to park and meet their child at the sidewalk.
4. If you plan on staying in your car at pick-up please follow directions given by district staff members.
5. Students will walk on the sidewalk and meet you at the vehicle. Students should enter the vehicle on the curbside of the car.
6. Please turn right onto Justice Drive during drop-off and pick-up times.

Parents are not able to enter the far east side of the parking lot. This area is for staff parking as well as a drop-off location for 4 buses. If you have any questions regarding drop-off and pick-up procedures please contact a building administrator.

Thank you,

Clifton Franz
Principal