



## OAK GROVE ELEMENTARY SCHOOL

Aliso Viejo, California

Home of the All-Stars, "Where Every Child is a Winner!"

*A California Distinguished School*

### **Operation Cooperation Drop Off and Pick Up Procedures**

*Your patience, understanding, and support of "Operation Cooperation" are appreciated. The Oak Grove staff does everything they can to encourage parents to follow the parking lot rules, maximize the flow of traffic and keep everyone safe. Please know that school parking lots are not designed to handle the number of vehicles that come to campus at the beginning and end of each school day.*

**The staff knows that your time is precious,  
but the safety of every student is our first priority.**

#### **Student Drop Off in the Mornings:**

- Students can be dropped off beginning at 7:30AM; there is no supervision until that time.
- Parents are to enter the parking lot by way of the BUS LANE if driving UP Sanborn Street (the main parking lot entrance from this direction is for staff only).
- Parents that are driving DOWN Sanborn Street are to enter the parking lot by turning left into the main parking lot entrance.
- Say your goodbyes before your turn to unload – this will help keep cars moving in line.
- Please follow the directions of staff members on duty.
- Pull as far forward along the curb as possible before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Students are to exit their vehicle **only** on the passenger side and in the loading and unloading zone.
- Parents are to remain inside their cars – do not leave car unattended.
- **Do not pull into staff parking spots to drop off/pick up your child. Children are not to walk across/through the staff parking lot.**
- After your child exits the car, parents are to angle their car to the left and drive into the PASS THROUGH lane and make room for the cars behind them to access the unloading area along the curb.
- After students exit their car, they will walk through the blue gate and around to the back of the school; students are to find their line and sit quietly until school starts.
- School starts at 7:45AM. A student will be tardy if they are not in their classroom seat at 7:45AM.

**Please do not park illegally (in red zones, handicapped parking spaces, etc.) while on campus. You will be cited by the OC Sheriff's Department.**

## Student Pick Up in the Afternoons

**The Staff Parking Lot is closed until 2:05PM.**

- **Have a sign on your car dashboard with the name of your child and grade level. Please keep this visible until your child gets in your car.**
- Pull as far forward along the curb as possible before stopping your vehicle. There should be very little room between your car and the car in front of you.
- Parent cars are to wait on Sanborn Street in a legal parking spot until the dismissal bell rings at 2:05PM
- Parents will be ticketed by the Sheriff's department if they are blocking the flow of traffic heading down Sanborn street while waiting for the parking lot to open at 2:05 p.m. – please do not queue up in this direction because it will block traffic.
- Parents are to remain in their vehicles - do not leave vehicles unattended in the parking lot.
- Do not pull into staff parking spots to drop off/pick up your child.
- Please follow the directions of staff members on duty.
- Carline students will wait behind the blue gate for their parent's car. Students are to walk to their car as soon as they see it pull up along the loading area curb and/or when their name is called by a staff member.
- Backpacks must go inside the passenger area of the car, not in the trunk. If you need to use your trunk space, then you will be directed to a designated loading area away from the carline.