

Standard Operating Procedure (SOP)

Student Drop-off, Pick-up, and Dismissal Arrangements

This SOP details the **student drop-off, pick-up, and dismissal arrangements** to ensure safe and efficient procedures for morning arrivals and afternoon departures. It covers designated drop-off and pick-up zones, supervision protocols, traffic flow management, communication with parents and guardians, and emergency contingency plans. The goal is to create a secure environment that minimizes risks and streamlines the daily transition of students.

1. Purpose

To establish clear guidelines and protocols for the drop-off, pick-up, and dismissal of students to enhance safety, efficiency, and accountability.

2. Scope

This SOP applies to all students, staff, parents, guardians, and authorized individuals involved in daily student transportation and movement.

3. Responsibilities

- **School Administration:** Oversee and enforce this SOP, including periodic reviews.
- **Staff and Security Personnel:** Supervise drop-off, pick-up, and dismissal zones.
- **Teachers:** Ensure students are prepared and dismissed in accordance with procedures.
- **Parents/Guardians:** Adhere to drop-off and pick-up times, designated zones, and traffic flow rules.

4. Procedures

4.1 Arrival/Drop-off

- Students may be dropped off between **07:30 AM and 08:00 AM** at the **Designated Drop-off Zone** (see map).
- No student should be dropped off before supervision begins at 07:30 AM.
- Staff or designated personnel will supervise the drop-off area to assist students and maintain safety.
- Parents/guardians must remain in their vehicles and follow the one-way traffic flow pattern as indicated by signage.

4.2 Pick-up/Dismissal

- Afternoon pick-up begins at **03:00 PM** (Mon–Thu) and **12:30 PM** (Fri).
- Parents/guardians must pick up their children from the **Designated Pick-up Zone** only.
- Staff will supervise pick-up areas until all students are collected; students not picked up by **03:20 PM** will be escorted to the Late Pick-up Room.
- Only parents/guardians or pre-authorized persons with valid identification may pick up a student.

4.3 Traffic Flow Management

- Follow marked routes for entry and exit, and observe all speed limits on school grounds.
- Do not park or idle in drop-off/pick-up zones; parking is permitted only in designated parking areas.
- Staff will direct vehicles as needed for efficient and safe movement.

4.4 Supervision Protocols

- Supervisors will be stationed at entry, exit, and waiting areas during peak times.
- Roll call and sign-out sheets will be maintained for accountability.
- Unsupervised students are not permitted outside designated zones.

4.5 Communication with Parents/Guardians

- Inform parents/guardians of any changes to routine or emergency procedures via SMS, email, or the school app.
- A contact number will be available for urgent pick-up related queries.

4.6 Emergency Contingency Plans

- In the event of an emergency (e.g. severe weather, lockdown), students will be supervised in a safe area until collected by authorized adults.
- Parents/guardians will be promptly notified of any changes to dismissal procedures.

5. Key Contacts

Role	Name	Contact Information
Principal	Jane Smith	principal@school.edu 012-3456789
Admin Office	Mr. Lee	admin@school.edu 012-9876543
Security Supervisor	Ms. Gomez	security@school.edu 012-1122334

6. Review

This SOP will be reviewed annually and after any critical incident affecting student drop-off, pick-up, or dismissal.