

# Pick-up and Drop-off Procedures



Developmental Research School  
at the University of Florida

Each school day there are 1150 students in 870+ families that are dropped off and picked up from school. These procedures are intended to assure the safety and well-being of your children as well as promote a safe and efficient process. Your cooperation with the procedures below will result in your child's safe arrival and departure from school each day. Please be considerate and courteous towards ALL other vehicles, drivers and students.

If you need to park, please do so in the Front Circle Parking Lot (Lot B) which is a Parent and Visitor Lot OR park in the north unpaved parking Lot A (see the PKY Parking Guide for details)

For safety and security of each child, every Elementary family will be assigned an identifying number and will be receiving two identically numbered PKY hanging tags. These tags are to be displayed on the rear view mirror in the one or two cars that will be picking up your children. These tags allow us to quickly link a child to the correct vehicle. Additional hanger tags are available from the Business Services Office for \$1.00 each.

## Kindergarten - 6th Grade Students (7:30 – 8:00 am)

### Front Circle - Drop Off Procedures

- Use ONLY the front circle drive for drop off.
- Single traffic lane for drop off 7:30– 8:00 AM
- Arrive between 7:30 – 7:55 AM. Supervision begins at 7:30 AM.
- Vehicles pull all the way forward in Front Circle. Do not stop at specific benches/areas.
- Drop off area is the blue covered walkway from the Main Office to the north end of orange cones.
- Do NOT drop off or unload in front of the Auditorium as this impedes traffic flow at the entrance.
- 10 MPH Speed Limit Be cautious of PKY Safety Patrols who are assisting with students unloading.
- Have your students prepared to unload the vehicle quickly.
- Drivers must remain in the vehicle.
- NO Parking, NO passing or NO unattended vehicles permitted between 7:25 – 8:10 AM.
- Parking is available in Lot B – Front Circle Visitor Lot and the North unpaved lot.

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## Front Circle – Pick-Up Procedures

- ONLY for Elementary parent vehicles with a PKY issued numbered hanger tag. - 2:10 – 2:50 PM.
- Students must be picked up between 2:30–2:50 PM. Supervision ends at 2:50 PM, at which time remaining students will be checked in to the PKY After School Program and a daily care fee will be assessed and payable to the PKY After School Program.
- 6th Grade students should NOT be picked up here, unless there is a sibling in KG to 5th Grade.
- Always properly display your PKY Pick Up hanger tag on the mirror.
  - Those vehicles with no or missing hanger tag cannot impede and delay student pick up and should park in the Front Circle parking lot.
- The Front circle driveway is a single lane of one-way traffic for between 12:30 – 3:00 PM.
- No Parking, No Passing or unattended vehicles permitted 12:30 – 3:00 PM.
- Pick up area is the blue covered walkway from the Main Office to the north end of orange cones.
- Vehicles pull all the way forward in Front Circle. Do not stop at specific benches/areas.
- Stop one time to load/unload ALL your students.
- Exit front circle promptly via Left turn only & Right turn only lanes.
- Parking is available in Lot B – Front Circle Lot and the North unpaved lot.

DO NOT drop off or pick up students in other PKY parking lots.

DO NOT drop off or pick up students on adjacent streets or outside areas.

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## Middle and High School Students

### Gym Area – Drop Off Procedures

- Use ONLY the GYM area gate and drive for drop off.
- Enter and exit through the GATE via SW 11 Terrace and SW 16 Avenue
- Gate is open from 7:30 – 8:15AM
- Students Arrive 7:30 – 8:00 AM
- 10 MPH Speed Limit. Be cautious of pedestrians and other vehicles.
- No Parking or unattended vehicles permitted on driveway.
- Drop off area is the east drive beside the Gym main entrance.
- Have your students prepared to unload the vehicle quickly.

### Gym Area – Pick Up Procedures

- Enter and exit through the gate via SW 11 Terrace and SW 16 Avenue
  - Do NOT block driveways of apartment complexes on SW 11th Terrace at any time.
- Gate is open from 1:35 – 2:50 PM
- Students are to be picked up from 2:05 to 2:35 PM.
- Students not picked up by 2:35 PM will be checked in to the PKY Library to await parent pick up from there. There will be no student loitering at ANY area of campus (including hallways, driveways, PAC, or GYM)
- 10 MPH Speed Limit. Be cautious of pedestrians and other vehicles.
- No Parking or unattended vehicles permitted.
- Pick-up area is the east drive beside the Gym main entrance.
- No double-parking in in any parking lot or the driveway areas.
- Have your students prepared to load the vehicle quickly.
- NOTE: 6th Grade students SHOULD be picked up here, unless there is a sibling in KG to 5th Grade and you plan a family pick up there.