Kings Glen Elementary School
Partners in Safety
Kiss & Ride Procedures Spring 2021

Kings Glen Elementary has an established area called the Kiss & Ride which is designed as a safe place for adults in private vehicles to load and unload children. With the cooperation of all drivers, the Kiss & Ride is able to provide an efficient and safe transfer of children. **The School Bell Schedule for Spring 2021 is 9 AM-3:30 PM.**

Kings Glen ES Kiss & Ride Procedures

Arrival: Drop-off begins at 8:50 AM and will be staffed until 9:00 AM

- When dropping off your child in the morning, a Kiss & Ride number is not needed.
- **The Kiss & Ride loading/unloading zone is the area between the gates to the field and Entrance 3**. There will be a sign indicating where the Kiss & Ride loading/unloading zone begins.
- Please pull as far forward in the Kiss & Ride loop as possible before stopping to let your child out.
- Children should be ready to exit the vehicle on the *passenger-side only* as quickly as possible.
- KIss & Ride students will enter the building through Entrance 3.
- Please do *not* let your child out of your vehicle before the unloading zone, which is between the top of the Kiss & Ride loop near the playground and Entrance 3.
- If you arrive at Kiss & Ride after 9:00 AM, drive to the main entrance (Entrance 1) and call the office at 703-239-4000 to let us know that your child is arriving late. Someone will greet your child at the door and escort your child to class.

Dismissal: Pick-up begins at 3:30 PM and will be staffed until 3:40 PM

- You will need your child(ren)'s Kiss & Ride Number Sign on the passenger side of your dashboard so that it is visible by staff members. **Siblings attending Kings Glen will have the same Kiss & Ride Number. Kiss & Ride numbers will be distributed on the students' first day of school.**
- Initially, the Kiss & Ride line will extend beyond the parking lot entrance onto Danbury Forest Drive, in front of the school. Please be sure to pull over as far to the right as possible on Danbury Forest to minimize the obstruction of traffic flow for others.
- Our Kiss & Ride line tends to move quickly, so the time spent in line will be minimized as much as possible. If you have children at both Kings Glen and Kings Park, please pick up your Kings Glen child(ren) before proceeding to the Kings Park Kiss & Ride.
- Please pull as far forward as possible in the loading/unloading zone.
- Drivers must remain in their vehicle.
- Once your child(ren) has entered the vehicle and safely secured his/her seatbelt, please exit the Kiss and Ride loop by pulling forward and looping around to the exit onto Danbury Forest Drive, maintaining a speed of 5 mph or less.
- Please refrain from dropping off your child across the street on Clydesdale Drive and then performing an illegal U-turn to turn around. This practice is extremely unsafe for other motorists and pedestrians. If this practice is observed, it may become necessary to have Fairfax County Police monitor the situation.

~ Please review Safety Points on other side ~

Safety Points to Consider:

- Cell phone use is prohibited in the Kiss & Ride to ensure student safety.
- Seat children so that they may enter/exit the vehicle easily.
- Load and unload from the passenger side of the vehicle only.
- Do not pass cars in the Kiss & Ride line. Please wait until the cars ahead of you have been loaded and are moving forward.
- Remain in the driver's seat unless assisting your child with bulky items.
- Pull forward as far as possible into the designated Kiss & Ride lane before loading or unloading.
- Load and unload in the Kiss & Ride area only.
- Children may not load/unload items from the trunk/rear compartment of the vehicle.
- Parking in the parking lot and calling to children to cross between cars is not permitted.
- Parking in the Kiss & Ride lane and leaving your card unattended is not permitted.
- Follow the directions and the guidance of the staff member on duty.
- Remember the speed limit on school grounds is 5 mph.
- Allow additional time for rainy or snowy days.

Frequently Asked Questions:

Q. If I'm only going to pick up my child once or twice a month, should I have a Kiss & Ride Number?

A. Yes, it speeds up the dismissal process when everyone in line has a number.

Q. If I have multiple children at Kings Glen, will they have the same number?

A. Yes. Siblings in the same household attending Kings Glen will have the same number.

Q. On the rare occasion that I am stuck in traffic and can't pick up my child in time, what should I do?

A. Please call the main office at 703-239-4000 if you anticipate being late. You will then need to park and meet office staff by the front door to pick up your child.

Q. What if I lose my Kiss & Ride Number sign?

A. Call the main office at 703-239-4000 to request a new one.