

DDES Pick-up/Drop-off Schedule

Updated 08/1/2022

Table of Contents

[Morning Drop-off Schedule](#)

[Morning Drop-off Procedures](#)

[Afternoon Pick-up Schedule](#)

[Afternoon Drop-off Procedures](#)

[Sibling Drop-off Procedures](#)

[Walker/Biker Drop-off Procedures](#)

[Sibling Pick-up Procedures](#)

[Walker/Biker Pick-up Procedures](#)

[Late Drop-offs](#)

[Late Pick-ups](#)

[Inclement Weather Plan](#)

[FAQ Drop-off](#)

[FAQ Pick-up](#)

We ask all parents/guardians to strictly follow the instructions below. Any variance will impact our daily schedule and our ability to ensure the safety of our students and staff.

Please watch the applicable video linked below (note that these videos were created last school year. You can disregard the morning health screening):

[Please watch if you are dropping/picking up in ALLEY 1](#)

[Please watch if you are dropping/picking up in ALLEY 2](#)

Morning Drop-off Schedule

Morning Arrival Cohort Schedule		
Drop-off time	Alley 1 *behind DDES, enter from 18th	Alley 2 (20th st) *enter from 20th
7:45-7:55	Kinder	1st
7:50-8:00	2nd	4th
7:55-8:05	3rd	5th

Monday-Thursday Afternoon Pick up Schedule

Afternoon Dismissal Cohort Schedule		
Dismissal time	Alley 1 *behind DDES, enter from 18th	Alley 2 (20th st)
2:55-3:05	Kinder	1st
3:00-3:10	2nd	4th
3:05-3:15	3rd	5th

Friday Afternoon Pick up Schedule

Afternoon Dismissal Cohort Schedule		
Dismissal time	Alley 1 *behind DDES, enter from 18th	Alley 2 (20th st)
12:40-12:50	Kinder	1st
12:45-12:55	2nd	4th
12:50-1:00	3rd	5th

Morning Drop-off Procedures

Safety & Efficiency Guidelines

- Only drop your student(s) off during their 10 minute assigned cohort window. (see drop-off schedule)
- Please enter the Alley 1 car line from 18th St. into the alley behind DDES (see drop-off video for detail)
- From Alley 1, we ask that you exit to the EAST, turning RIGHT onto 19th.
- From Alley 2, we ask that you exit to the WEST, turning RIGHT onto 19th.
- Please be patient with your students and our staff, we are all in this together!

Preparing to Drop your student off in the Alley:

1. Guardians should ensure that students are ready to go with all belongings!
2. Make your way safely down the alley to the drop-zone at the end of the alley.

Once you have arrived in the drop-zone in the Alley:

1. Help your student out of your vehicle if they need assistance, DDES cannot un-buckle students.
2. Students will be escorted from the drop-zone into the building, to join their Crews.
3. Exit the parking lot by turning RIGHT onto 19th. **You will not be allowed to enter the car line from any other direction or exit from any other direction. No exceptions.**

Sibling Drop-off

- Siblings should be dropped off with your YOUNGEST learner at their scheduled time and location.
- For example: if you have a 1st grader and a 4th grader, your drop-off location would be at Alley 2 at 7:45 am
- Older siblings will be assisted into the building to go up to their Crews.

Walkers/Bikers Drop-off

Safety & Efficiency Guidelines

- Only drop your student(s) off during their 10 minute assigned cohort window. (see drop-off schedule).
- Please bring your student to the front door (corner of 18th and Lincoln) and your student will be assisted up to their Crew.

Afternoon Pick-up Procedures

Safety & Efficiency Guidelines

- Only come to pick up your student off during their 10 minute assigned cohort window. (see dismissal schedule)
- **Please enter the Alley 1 car line from 18th St. into the alley behind DDES (see drop-off video and maps for detail).**
- **Please enter the Alley 2 car line from 20th St. into the alley behind the parking lot (see drop-off video and maps for detail).**
- From the alley, you will turn RIGHT to exit onto 19th
- We will not release your student unless you are located in the designated “Drop-zone”
- Please be patient with your students and our staff, we are all in this together.

Preparing to pick up your student

1. Watch the DDES Drop-off and Pick-up Procedures Video that is available on ReachWell (formally Flyer) and our webpage.
2. Download the “PikMyKid” application to your smartphone *please notify DDES if you do not have a smartphone.
3. Watch/read the various parent guides on how to use PikMyKid. The school will send these to you via. Reachwell (Flyer).
4. Open the PikMyKid app and check for notifications from the school re: any dismissal delays/updates.
5. Place your **car tag** on your windshield. DDES will give you your car tag at arrival on the 1st day.

When you have arrived at the car-line for pick-up

1. Using the PikMyKid app, **“Announce”** that you are nearby. You will not be able to announce until you are in DDES’s “geo-fence.”
2. Please make sure your car tag is visible in your front windshield.
3. When you locate your student, DDES staff will help your student into your vehicle as quickly as possible.
4. DDES staff will then “dismiss” your student and you will continue straight to exit the alley slowly and turn RIGHT onto

19th. You will not be allowed to enter the car line from any other direction or exit from any other direction. No exceptions.

Sibling Pick-Up

- Due to staggered end times, you will need to pick up your students separately during their assigned pick-up windows and locations.
- Parents/Guardians with siblings can utilize the DDES Parking Lot to wait for their student's assigned time if you so choose.
- Parents can also circle around the block until it is their second/third child's window.

Walk-up Pick-Up Procedure

Safety & Efficiency Guidelines

- Only pick up your student off during their 10 minute assigned cohort window. (see dismissal schedule). If outside of that window, please follow the directions for "late pick-ups."

Preparing to pick up your student by foot/bike

1. Download "PikMyKid" app. Review the PikMyApp Parent/Guardian Guide to log in and understand how to use the app at dismissal.

When you have arrived at DDES

- Using the PikMyKid app, "announce" that you are nearby. Your app screen then becomes your "car tag" displaying your student's name and PMK code.
- Once you are at DDES, go to your student's assigned dismissal location (alley 1 or alley 2).
- When you locate your student, please show your student's teacher your tag.
- DDES staff will then "dismiss" your student to you and you are free to leave the campus.

Dismissal Inclement Weather Plan- Staff

- In the case of bad weather in the afternoon, student dismissal will take place from the Multi Purpose room.
- Crew Leaders should not come down to the MP room until their assigned dismissal time (not early as usual)
- Dismissal Coordinators will still need to be out front cueing cars and dismissing kids, but Dismissal Safety Coordinators will run students from MP room to their assigned pick-up location.
- Crew Leaders should monitor the PMK app from the MP room and send out both wait-line students as they come in.
- Crew Leaders with late pick-ups will still stage kids in Playground

Late Drop-offs

- If you miss your student's drop-off window by a few minutes, but are there before 8:05am, you can get in your assigned car line and school staff will bring your student to their classroom when possible.
- If you are here later than 8:05am, you will need to park in a loading zone or parking space and bring your student into the lobby and use the call button. We will send someone down to pick-up your student, or ask you to send them up.
- Please wait with your student until a staff member is able to escort your student to their classroom or we buzz them in.

Late Pick-ups

- If you are late picking up your student from their pick-up window, you will need to park in a loading zone or parking space. Exit your vehicle and walk to the lobby and use the call button. Your student will be sent down to you.
- If you are 15 minutes late past your pick-up window, your student will become a "drop-in" for DDES Crew Club. Drop-in fees will apply and you will be responsible for the \$30/daily fee.

Early Pick-ups

- If you are picking up your student early, please email or call the front desk and let us know what time you will be arriving.
- When you are at DDES, please come through the EGC main entrance and use our call button to let us know you are here.

Arrival/Drop-off Q&A

What if we arrive after 8:05?

- If you arrive after 8:05, you will need to come to the main lobby and use our call button. Please wait with your student until we let them in.

I need to be somewhere before my scheduled drop-off time, can I switch times?

- In order to keep our arrival safe and orderly, we are not able to accommodate families' unique scheduling needs.

Is there before-care being offered?

- At this time we will not be offering before-care due to staffing constraints.

Will breakfast be available?

- Breakfast will be available for all students that want it and will be eaten in their classroom. If you would like your student to have breakfast at DDES, you will need to fill out the Breakfast Order Form (similar to Lunch).

Dismissal/Pick-up Q&A

What if I need to pick my student up early?

- If you need to pick up your student early, please call the front desk (720)-424-2350. The front desk will get your student from their classroom so they are ready for pick-up. Please come up to the front office to sign-out your student.

Is Aftercare available?

- Yes! Please visit [our website](#) for details on how to enroll in Crew Club (or, if we are currently on a waitlist, how to sign up for the waitlist). We do anticipate the ability to serve all families during '22-'23.

Where will my student go if I pick them up late?

- Your student will be at the front office if you miss your cohort window. You will need to park and come to the 19th and Lincoln entrance and let us know you are late.

What if I don't have a smartphone to use PikMyKid?

- We will print you a car tag to use at dismissal. Please let your Crew Leader know if you do not have a Smart Phone.