

Okte Student Drop-off Procedure

Effective September 2022

If you choose to drive your child to school in the morning, please follow this procedure:

- Carefully drive up the center of the main parking lot and process to the outer parking area (labeled O2) on the left (parking area closes to Crescent Road)
- Park your vehicle and escort your child(ren) across the crosswalk near the Reading Garden
- You must remain with your child(ren) on the sidewalk at the second entrance to Okte (to the right of the main entrance door – Exit 2) until the bell rings at 8:55 am.
- We do not have aides to monitor or supervise the children as they are responsible for the school buses. Once the bell rings, you may return to your vehicle.
- Please exit the parking lot by the Reading Garden.
- Follow the direction of our traffic safety patrol.

Note: The side parking lot near the playground is reserved for our special transportation buses and the parents of our ISD students only.

Okte Student Pick-Up Procedure

Effective September 2022

If you are picking up your child need an early release for an appointment or unexpectedly at the end of the day, you must call the office no later than 2:15 pm to allow the message to all staff members who assist with dismissal.

- Pick-up procedures must be followed when arriving on the Okte campus.
- Use the outer parking lot (labeled O2) to park your vehicle.
 - For Kindergarten: Please wait for your students outside the main entrance
 - For Grades 1-5: Please wait for your students outside Exit 2 (to the right of the main door)
- This will allow you access to your vehicle without walking in between buses.
- Once you have collected your child(ren), we ask that you leave the grounds as soon as possible to avoid a traffic challenge on Crescent Road.
- Follow the direction of our traffic safety patrol.