

#### **DROP OFF AND PICK UP PROCEDURE**

Parents are to drop off their student(s) in the Decatur Street parking lot. There will be two faculty members present to help with traffic flow and student safety from 7:15-7:30. There will be at least one faculty member present until 7:40 am each school day.

To drop-off/pick up your child you will enter the south end of the parking lot off of Decatur Street. Most days there will be three traffic lines to help elevate the traffic flow. At pick up, a faculty member will dismiss your child from his/her teacher when you are in the front of the line. We ask that you stay in your vehicle while in line and have your family name displayed in your front window. This will help avoid students walking in between cars and help keep the traffic moving. This also helps the faculty member identify which student belongs to which car. If someone else is picking up your child (i.e. grandparent, babysitter, etc.) please inform them of this procedure and pass along your family name card. Family name cards will be available at Meet the Teacher.

Please note, the pick-up line closest to the building is reserved for preschool from 2:00pm-2:30pm. If you get in one of the other lanes, you may be behind a parent picking up an older student. If your child has older siblings that you will need to wait for, please wait in one of the other two lanes so we can keep the flow of preschool traffic moving. Parents wait in their cars and move up as traffic moves and the teachers or assistants will walk your child to the car and assist them getting in. If you choose to walk in to pick up your child, please park in the front half of the parking lot closest to the flag pole or on the street.