

DROP-OFF and PICK-UP PROCEDURES AT THE EAST CAMPUS

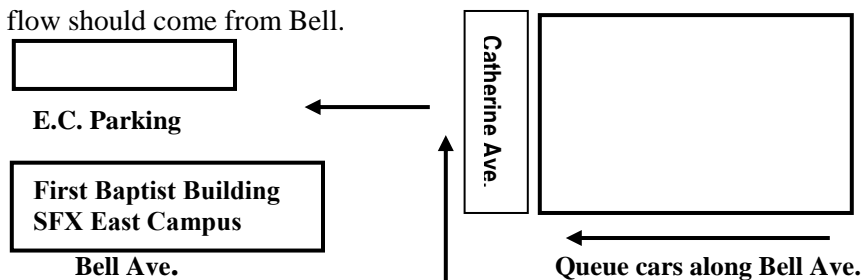
For all students

- Please make sure students know if they are going home by car or walking and who is picking them up.
- For pickup changes, please send a note stating who is picking up and if they are going by car or walking.
- Unforeseen or last minute pickup changes must be handled by a phone call to the East Campus office.
- Please adhere to the times on the **Daily Schedule** sheet for drop-off and pickup.

A staff member will be at the doors at these times. Please, do not leave your child unattended if a door is not open. Please remember, Illinois law forbids cell phone use on or near school property while the car is in motion.

For students who are driven to school

- All traffic flow should come from Bell.



For **ARRIVAL**, cars should queue along the south side of Bell to the west of Catherine as shown in the diagram. (Cars face east.)

- All cars transporting students may enter the E.C. parking line as space allows.
- Please do not block resident driveways, intersections and sidewalk corners.
- Once in the driveway, pull as far east as possible. For the safety of all, turn off your car if you leave it. Walk with or allow your student to exit the car and walk directly to the sidewalk to line up. At 8:05 the doors will be opened for the Kindergarten and Preschool students to enter. Do not leave your child unattended if there is no staff member present.

PICK-UP proceeds similarly.

HALF-DAY PICKUP

- Preschool students will exit the building first.
- If you also have full day students, **please re-enter** the queue on Bell Ave. A staff member will direct you as to when you should enter the driveway.
- Any drivers of full-day students who come early to dismissal, should wait around the corner on Bell and turn on their HAZARD BLINKERS so that the half-day parents will know to pass them with caution.

For students who are picked up by Main Campus siblings

E. C. siblings will be supervised on the sidewalk near the front door of the East Campus (on Catherine Avenue) until an older sibling arrives. Please stress the importance of arriving in a timely manner.

(June 2016)