Dear Parents,

Procedures for 2018-19 school year will remain the same as last year. Our top priority is ensuring that all our students enter and exit the building safely. Please take care in the parking lot. If you choose the "walk in" route you must fully park and walk your child where you can see them go through the doors. Letting them out in the middle of the parking lot creates a safety hazard for them and other drivers.

We respectfully remind everyone to PLEASE TURN RIGHT out of the parking lot from BOTH school exits. We cannot stress this enough. As we see each year, accidents happen when parents try to save time and turn left out of the carpool line. Parents who turn left hold up the flow of cars dropping off or picking up students and back up the entire line. This is actually the MAIN REASON we ask that you turn right during drop off and pickup times. Keep the traffic moving. Please take the extra minute it will take you to turn right and go around the roundabout.

REMEMBER: At 8:10 students are considered tardy and you MUST accompany your child(ren)/carpool INTO the building to SIGN IN your child/entire carpool at the front desk.

Morning Drop-Off Procedures:

Carpool Line: (7:50-8:08) - see map below
1. Carpool will enter through the first entrance (back entrance), but will stay on the right hand side of the driveway.
2. Continue going forward and loop through the back lot where our activity bus is stored.
3. Continue looping (as directed by staff member or Officer Inch) to the marked numbers.
4. Please pull as far forward (DON'T leave a lot of space) to the marked numbers as possible.
5. There will not be any adult supervision prior to 7:55, so do not leave your children by the back door.
6. Have your children ready to exit the car. Adults, please avoid getting out of the car to help your children, this dramatically slows the line down - park instead.
7. Continue pulling out towards 77 Center Dr.
8. Make a right only at the bottom of the drive-way to prevent build up in trying to make a left. This will also reduce possible car accidents. Continue going down 77 Center Dr. around the traffic circle.
9. The bottom of this driveway is steep, please pull out slowly.
10. Children must be in the school at 8:10 in order to be considered on time. Getting in the car pool line at 8:09 or after will make your children late therefore the carpool line ends at 8:08. We will be shutting the back door promptly at 8:10. Drive towards the main entrance if you are not able to get to the carpool line by 8:08 to sign your children in as tardy.

"Walkers": (7:55-8:10) - see map below
1. Parents who are planning to walk their children into the school, will enter through the front entrance by the traffic circle.
2. Once the carpool line starts at 7:55, cars will be exiting the school and traveling towards the traffic circle. Please pass the carpool line slowly watching for traffic exiting the back entrance.
3. Park on the side of the building (by the extended care entrance). Do not go past the line of cones.
4. Walk your children to the back door to enter the building.
5. There will not be any adult supervision prior to 7:55, so do not leave your children by the back door.
6. Pull in and out of the parking lot carefully, watching for children. There will not be a staff member monitoring this lot.
7. You will exit through this entrance as well, going around the traffic circle. Watch carefully for cars coming down 77 Center Dr, as this will be the same direction the car pool line will be going.
8. Children must be entering the school at 8:10 in order to be considered on time. Please do not send your children towards the backdoor at 8:10, the door will be closed. Walk in the main entrance to sign your children in as tardy if you are not able to get to the door by 8:10.
Afternoon Pick-Up Procedures:

Pick-Up Procedures for Carpool Line: (3:05-3:30) - see map below
1. Carpool will go through the same entrance (back entrance) as before, but will stay on the right hand side of the drive way.
2. Continue going forward and loop through the back lot where our activity bus is stored.
3. Continue looping (as directed by staff member or Officer Inch) to the marked numbers.
4. Please pull as far forward to the marked numbers as possible.
5. Adults, please avoid getting out of the car to help your children, this dramatically slows the line down.
6. Continue pulling out towards 77 Center Dr.
7. Make a right only at the bottom of the driveway to prevent build up in trying to make a left. This will also reduce possible car accidents. Continue going down 77 Center Dr, around the traffic circle.
8. The bottom of this driveway is steep, please pull out slowly.
9. Carpool will end promptly at 3:30. At 3:30 your child(ren) will be checked into the Extended Care Program for the afternoon and you will incur the regular drop in fee. If you arrive after 3:30 pull around to the main entrance to pick your children up in Extended Care.

Pick-Up Procedures for "Walkers": (3:05-3:20) - see map below
1. Parents who are planning to walk their children to their cars, will enter through the front entrance.
2. Once the carpool line start at 3:00, cars will be exiting the school and traveling towards the traffic circle. Please pass the carpool line slowly watching for traffic exiting the back entrance.
3. Park on the side of the building (by the extended care entrance). Do not go past the line of cones.
4. Parents will line up under the back awning to walk in the gym to get your children.
5. Only 3-5 parents at a time will enter the gym. Please enter quietly, retrieve your children quickly and exit through the far gym door. Please remind your children to wait to talk to you until you are outside.
6. Pull in and out of the parking lot carefully, watching for children. There will not be a staff member monitoring this lot.
7. Dismissal ends promptly at 3:30. At 3:30 your child(ren) will be checked into the Extended Care Program for the afternoon and you will incur the regular drop in fee. Please go to the Extended Care entrance to pick up your children.

Afternoon Reminders:

NO Pick Up after 2:00 PM – If you are picking your child up early for an appointment or trip, you MUST pick them up BEFORE 2:00 PM (last period). We will not allow students to leave after 2:00 due to the number of interruptions.

NO Talking (students AND parents) in the gym during dismissal – At dismissal, please remind your child to wait until you get outside to tell you about their day.
ALL CARS will use the traffic circle.

Walk In ONLY Drop off/Pick up Entrance

Walk In Area

Car Load Area

Walk In Parking

Walk In ONLY Drop off/Pick up Entrance

Do NOT stop here - continue to circle around

Car Line ONLY Drop off/Pick up Entrance

Exit for Car Line RIGHT TURN ONLY!!!!

Walk In Vehicles - continue to the traffic circle