



SCHOOL DROP-OFF / PICK-UP PROCEDURE

MORNING DROP-OFF

- The first bell rings at 7:55. The school doors open at 7:30. Please do not bring your children prior to this time.
- When dropping off your children at the rear of the building, please use the Harriet Avenue entrance to the parking lot. Proceed to the drop-off area, drop your child off and exit out the Garfield Avenue exit. ***Please pull up as far as possible towards the Garfield Avenue exit to allow others to pull up behind you. If you are accompanying your child into the building, you must park in the east lot by the church and walk along the sidewalk to enter the building. Please do not park in the west lot and walk through the traffic lanes. This is dangerous to both you and your children.***

AFTERNOON PICK-UP

- The children are dismissed at 2:45. Please be there on time to pick up your children.
- When picking your children up at the rear of the building, please stay in line. Your number (displayed in your front or side window) will be called when you approach the pick-up zone, and your child will be ready to enter your car.
- If you have scheduled a meeting, or are coming into the building, please park in the east lot by the church. ***Please do not park in the west lot, or arrange to meet your child anywhere in the parking lot area. It is extremely dangerous for the children to be crossing the traffic lanes.***
- Extended Day has recess immediately following carpool pickup. Orange cones are placed in the parking lot at 2:45 pm each weekday to make a safety zone for our extended day children.

Thank you for your continued cooperation in making this a safe, efficient process!