

Drop-Off & Pick-up Procedures

Dear Parents,

1) Drop-off Procedures: For drop-off, you will enter the school area from Center Street. **All students will be dropped off at the West Building, on the school side or the pavilion side.** Please pull all the way forward before letting your students out of your car. For safety, your students must exit your car along the sidewalks. Please do not drop off your student in the road.

After drop-off, you will exit south past the west building, through the gates, and proceed out to State Street. These gates will be open for drop-off and pick up times only.

2) Pick-Up Procedures: For pick-up, you will enter from Center Street and pick up your students according to your last name at one of the following 3 locations.

Point 1 is anywhere along the curb of the **East Building roundabout**. Students with the Last Names beginning with **A through G** will go to this point when they are released to go home. After picking up your student you will exit the roundabout, turn right, and exit North to Center Street.

Point 2 is the length of **sidewalk that is on the same side as the West Building**. Students with the Last Names beginning with **H through Q** will go to this point when they are released to go home. After picking up your students, you will proceed straight through the gates, and proceed out to State Street.

Point 3 is the length of **sidewalk on the same side as the Pavilion** and Basketball hoops. Students with the Last Names beginning with **R through Z, and all Carpools** (regardless of last name) will go to this point when they are released to go home. After picking up your students you will proceed straight south through the gates, and proceed out to State Street.

3) Safety Policies: First, please tell your students not to touch the car while it is moving. Second, If a student needs to enter a car from the road side, make sure that you and they check for moving cars before going into the road. Third, please make sure to keep your eyes on the road during pick up time. We don't want any students to be hurt. Finally, don't back up into the crosswalk at any time! You might not see students or crossing guards in the way.

4) Important Notes: During drop-off and pick-up, always pull forward as far as possible to allow for optimal traffic flow. If and when spots open up in front of you, keep pulling forward!

Because of Traffic Congestion, we ask if you absolutely must leave your car during drop-off or pick-up for any reason, please find a place off campus to park and walk in. We need all of the available parking for school staff.

Thank you!

Drop Off



Pick Up

