



TRANSPORTATION PROCEDURES

For the safety of our students the center section of the parking lot is reserved for **BUSSES ONLY** both before and after school.

ARRIVAL

Students arriving at school by car should use the Car Line only, as shown in the diagram below and are to be dropped off at the main entrance no earlier than 7:30 a.m. Students will enter the building through the front doors on arrival and gather in the gym by grade. Students arriving prior to 7:30 a.m. will be required to check into the Extended Day Program. There is no outside supervision prior to 7:30 a.m. and students should not be dropped off unless a school representative is visible.

The central area of the parking lot is reserved for **bus traffic only**.

DISMISSAL

Dismissal of students at the end of the day will begin at 2:50 PM. Students leaving before 2:50 PM must be signed out in the office.

Students who are to be car riders at the end of the day can be picked up in the Car line as indicated below. There will be no standing outside the building for dismissal. We will be dismissing students in the order their rides arrive.

If your child will not be going home by their normal means of transportation, a note should be sent to the teacher in the morning.

If your child's transportation arrangements change during the course of the day a phone call must be made to the office no later than 2:30 PM so that we can be sure to notify the child of the change in dismissal procedure.

If you are picking up children other than your own, a note must be sent in to the office (or phone call made) by that child's parent, prior to dismissal, giving us permission to allow their child to ride with you.

- Staff will direct traffic to begin filling the parking lot as shown in the diagram on the diagram on the back
- Families will be recorded in the order of arrival
- Bay 4 will be filled first, then Bay 3, then Bay 2
- Students will be released incrementally by bays
- Once the bays are released, the remaining cars will either fill in a bay or pick up curbside.
- Please follow all staff instructions for the safety of our students and staff.

Important Reminders

- There will be NO parking and walking up to meet your children. All car riders will needed to be in the carline.
- When Driving in the parking lot before and after school, please follow the designated traffic pattern as diagrammed and watch your speed.

All parents and drivers should respect these regulations for the safety of the children.

PICK UP PROCEDURE



- > CAR DROP OFF/ PICK UP (GR. K-8) begins at 7:30 am and 2:55pm
- > CAR DROP OFF/ PICK UP (PRESCHOOL) begins at 8:15am and 2:30pm
- > BUSSES DROP OFF/ PICK UP



CAR

**Staff will be present to
unload & load students*