



Pick UP / Drop OFF

Parking Procedures for Parents

- The Front Circle Drive is **CLOSED TO CARS** from **7:00 – 7:40 AM** and from **2:00 to 2:50 PM.**
- Vehicles should **enter the WEST parking lot circle** to pick up or drop off car-riders before and after school.
- **Children should remain in their vehicle until 7:20 AM.** There is no supervision prior to that time.
- **At dismissal - cars entering the west circle should pull all the way up to student pick up (north sidewalk).** Older siblings will report to the youngest sibling's grade level for pickup so all of your children will be with your youngest child's teacher – one pickup point. Please remain in your car at all times if you are in the car-rider line. Parents are welcome to park in parking spaces and walk to the pick up point for their child.
- **Please avoid making a LEFT hand turn out of the car-rider area.**
- The middle parking lot (gym) is reserved for staff and is **closed at dismissal.**
- Kindergarten families are asked to display a yellow "car rider" sign on your dash with the name of your child. This helps us become familiar with new students and their families. For all car-riders - Any adult attempting to pick up a child should expect to be asked to pull out of the line and show IDENTIFICATION if a staff member is unfamiliar with that person and/or the student seems confused. The staff member will radio the school office. *If an adult is not on the student's eschool contact list, the child will not be released to that adult.*
- *When arriving for pick up, please make one lane and pull as closely as possible to the car in front of you to prevent congestion on New Haven Road.*
- If you need to make a change in your child's transportation plan please call the school office **BEFORE 2:30 PM. We will not be able to accept messages for changes in transportation after 2:30.**