



August 2017

DROP-OFF and PICK-UP PROCEDURES

NUMBER CARDS: Each family will be given a large number card to display in their car window at pick-up. As our school size increases, our staff will be able to more efficiently keep up with cars and kids. Two cards will be issued per family. Please let us know if you need to order additional cards for carpool or extended family.

GAPS: To keep the line moving, please pull ahead and fill in gaps as other cars pull away, allowing cars behind you to move up as well. Please don't leave spaces in the middle if you're waiting and don't cut into the middle of the line as you arrive. Find a place at the end of the line. For purposes of safety, children will only be released to cars near the front of the building, and not across the street or down the end of the line.

STAY IN CAR: Please don't get out of your car while in line. If you need to come inside or visit with another parent, please use the parking lot behind the school. This will allow the line to move along more quickly and help us keep your children safe. Children should get in the car and not loiter outside or visit with other kids along the curb and sidewalk.

MORNING: Please don't come into the building or your child's classroom before school. Class needs to start on time at 8:00 without delays. If you need to speak to your child's teacher, please schedule a time after school. *A one-week grace period will be observed for the first week of school if you need to walk your child in to school.*

EARLY DISMISSALS will be handled on Edendale street, at the side door. Please inform the school in advance, and come in to the office to sign your child out.

I.D. For the safety of your children, we may ask for I.D. at pick-ups and/or early dismissal. A teacher or staff member who isn't familiar with you or an extended family member needs to be certain students of who they are releasing your child to.

*Drop-Off / Pick-up Line will continue to operate on Bowles Park, but please keep the line on Bowles Park only, breaking for a gap at Edendale to allow traffic to flow through. When the line extends past Edendale, please wait on Bowles Park and pull up in front of the building only as space opens up. Do not wrap the line around the corner onto Edendale. (See attached map) Please do not park across the street, along the rotary, etc. As always, you may park in the parking lot and walk up if you have special needs.