

Drop-off and Pick-up Procedures Elementary School

as of 08/08/2017

Morning Drop-off Procedures

Students may be dropped off at school between 7:45 - 8:00 a.m. Supervision begins at 7:45 a.m. NOTE: We have staff on duty to help with getting students into the building between 7:45 and 8:00 a.m. Two drop-off areas are available. Choose the one that best fits your needs.

- **Mercer Avenue Entrance**

One lane straight towards school, veer left, pull up to the "Pull Up, Drop Off" sign, unload six cars at once. You may also walk your child in by *parking only in the designated parking spots closest to the St Therese entrance*. See Note Below.

- **Lincoln Street Entrance**

One lane, pulls up to the "Pull up, Drop off" sign, 11 cars can unload at once along sidewalk. Please pull up as far as you can so as to avoid a backup of cars on Lincoln Ave.

Note: For our parents who wish to walk their children into school, or need a little extra time getting kids out of booster, etc., we ask you to do the following: please park in the smaller lot over by the St. Therese statue, unload your students, and walk them in through the door by the statue. The goal is to have the students become independent and walk themselves into the building. We will have adults outside each day assisting students with getting them where they need to go! Upon departure, please drive out and around the building, exiting onto Lincoln by the far side of our gym. This will help alleviate some traffic congestions as parents are trying to drop off from the lot in front of the building.

After students exit cars they will go directly into the school gym. **3's preschool children go to their classrooms. **4's preschool will go to their classrooms. (4's will begin meeting in the gym when ready. Teachers will notify parents of this change.)

Morning Pre-K Pick-up Procedures

- Cars will enter the north parking lot from Lincoln Street forming two lanes.
- Approximately 22 cars will load.
- Once loading has begun teachers will direct the students to you.
- You can come up to the front to get your child(ren) or stand outside your car.
- The entire lot will be loaded and then directed out. ****Do not move until your lane is directed out of the parking lot by a staff member.****
- Exit the lot towards Lincoln Street.

Afternoon Pick-up Procedures

There are three pick-up areas. **Car pools will meet and leave from the youngest child's classroom. Please be patient.**

Mercer Avenue Entrance (Grades Pre-K, K & 1)

- Cars enter the parking lot from Mercer Avenue and form lanes facing the school. The two lanes closest to the playground are specifically for 5th-8th.
 - Try to choose the same lane every day to help speed the loading process.
 - Once loading has begun teachers will direct the students to you.
 - You can come up to the front to get your child(ren) or stand outside your car.
 - The entire lot will be loaded and then directed out. Do not move until your lane is directed out of the parking lot.
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- You will be directed to exit either left around the back of the building (and turn left onto Lincoln) or exit right and turn onto Lincoln Avenue.

Note: If you are in the driveway, wait for the second shift of cars to be loaded. Loading will resume when the first set of cars have exited. If by chance you are directed out but are not loaded, please exit the parking lot and re-enter. No child will be allowed to enter the lot for the second shift until the first shift has exited.

Lincoln Street Entrance (Grades 2nd, 3rd & 4th)

- Cars will enter the north parking lot from Lincoln Street forming two lanes.
- Approximately 22 cars will load.
- Follow the above procedures.
- Exit the lot towards Lincoln Street.

Mercer Street Entrance (Grades 5th-8th)

If your youngest child is in grades 5-8th, the two lanes closest to the playground will be your dismissal lanes. Each lane will be loaded and dismissed by a staff member. You will then follow the drive behind the building and exit LEFT onto Lincoln. You will ONLY be able to turn left at dismissal.

****Note, when exiting from the *back of the building*, you will be turning left onto Lincoln. This helps keep traffic moving.****