

MORNING DROP-OFF PROCEDURES

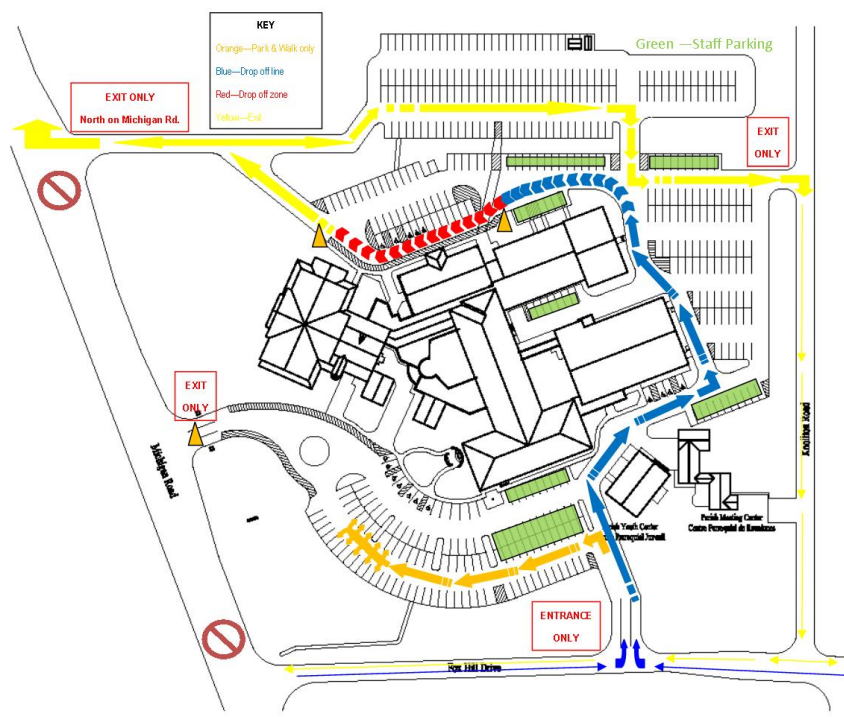
Students may be dropped off at school at 6:45 a.m. or after. There is no charge for early drop-off. We begin our day at 7:45 a.m., so please be sure children are here by around 7:30 a.m. to prepare for the day. This is especially important for students in grades 5-8, as they must go to their lockers to get their needed items.

There is only 1 drop off location - St. Augustine Hall/Kindergarten Wing doors, on the North side of the building.

There is only 1 walk in location - Front office/rotunda door. This is not a DROP OFF location. You must park in a parking space and walk in with your child.

Safety procedures to remember:

- Enter from Fox Hill ONLY
- Follow the cones that designate where cars should travel in the line. Do not cut between cones.
- Pull up to the front of the line as far as possible, so that other cars can line up behind you. We don't want a back-up onto Fox Hill.
- Students should exit their cars on the left, closest to the curb. They should begin to exit their car as soon as the car reaches the sidewalk, so that several cars can empty of students at the same time. This keeps the line moving.
- If you have delivered your students, stay in line even if the car(s) in front of you is not yet empty. **DO NOT PULL AROUND THE CAR IN FRONT OF YOU.** Wait until the students have safely exited the car and the car begins to move forward.
- Keep the one line of cars, moving and unloading, in motion. Any pause to the procedure causes a back-up onto Fox Hill.
- **Traffic note for both morning and afternoon:** Do not make left turns onto Michigan Rd. unless you're at the stoplight at Fox Hill.
- **THE ONLY WAY TO WALK YOUR CHILDREN INTO THE BUILDING SAFELY IS TO PARK** in the front lot and walk with your child through the front office/rotunda door facing Michigan Road. This allows you to enter without crossing the drop-off traffic. Do not walk in through any other door.



DISMISSAL PROCEDURES

There are 2 locations available for picking up your children at the 3:00 dismissal time:

1. North Lot (playground)-This lot allows you to exit onto Michigan Road, turning RIGHT ONLY. No left turns are allowed when exiting the North Lot.
2. East Lot (gym)- This lot allows you to exit by turning left onto Fox Hill Road, or right to catch the light at Michigan Road. Only left turns are allowed at Michigan Road from 3-3:15 daily. Do not cut through the front parking lot.

The Office or Rotunda is not a choice for regular pick-up. This location is to be used SPARINGLY, and only when absolutely necessary.

You must call the school office (255-7153 X0) by 2:15pm to make a change in pick-up location, so that it can be announced by the office staff in the afternoon announcements. If the teacher does not hear the name of your child to be dismissed to a different location, your child will be sent to his/her regular pick-up location

***You may not have a standing request for dismissal to the school office.**

***We do not allow any student to walk out of our school building without an adult.**

If you request for your child to come to the office at dismissal, **you must park your car and walk in to the school office to get him/her. We will not send the student out to you. Use an available parking space. (DO NOT park in the Handicapped parking space, the circle or the curb or fire lanes.)**

If you have not picked up your child by 3:15, he/she will be sent to Extended Care and the fee will be charged.

Items of Note That Apply to Students in Both Lots:

Let us remember that dismissal is not a time to catch up on news with friends. Please expedite this process by following procedures and not blocking others anxious to get to their after school lessons etc.

It is imperative to everyone's safety that all cell phones be off during the procedure.

Students are not permitted to cross through car lines in either lot except as directed by our staff.

