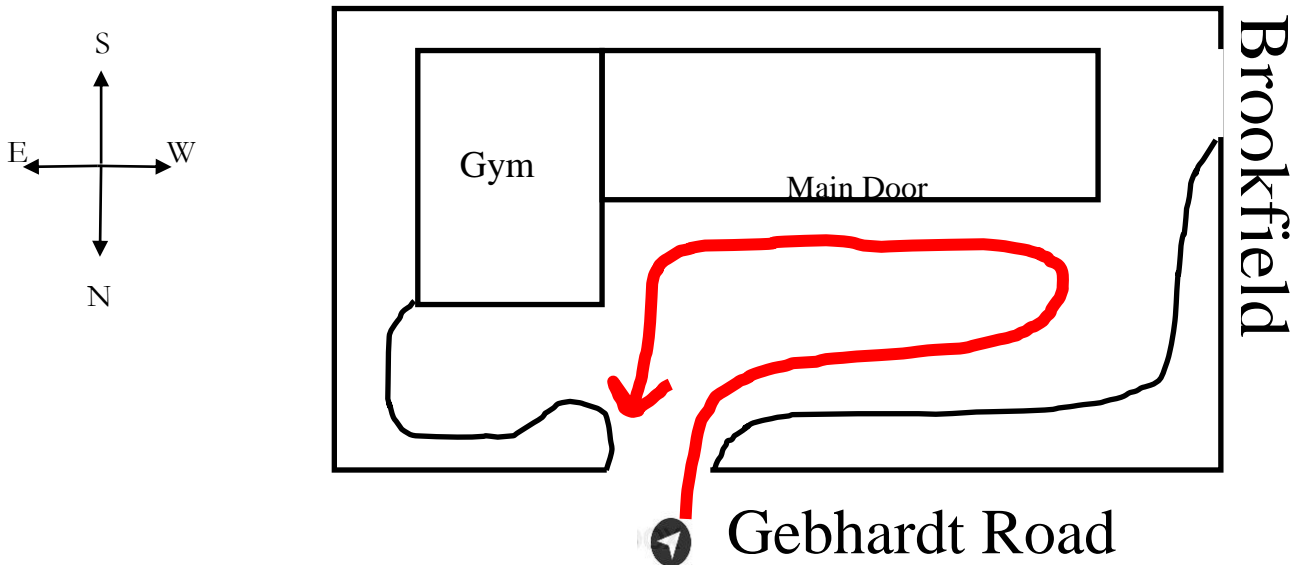


**PROCEDURE FOR DROPPING-OFF AND  
PICKING-UP STUDENTS**

TO: All Parents and Guardians

The purpose of this memo is to review the procedure for dropping-off and picking-up your children. We ask parents and guardians to enter and/or exit in the north side drive only, which is Gebhardt Road. School busses are instructed to enter and/or exit in the west side drive only, which is Brookfield Road.



Please check out the map above and follow the traffic flow when you are here in the morning and afternoon. PLEASE NOTE THAT THERE IS ONE POINT OF ENTRY FOR CARS AND ONE EXIT. For the safety of all children, please remind your child(ren) to avoid darting to and from the playground into the parking lot. Encourage them to use the sidewalks.

Important times:

Drop-off starts at 7:15 (Earliest)

Classes start at 8:20

Kindergarten Dismissal at 12:00

1<sup>st</sup> – 8<sup>th</sup> Grade Dismissal at 3:20

Pick-up at 12:00/3:20 – 3:30 (any student not picked up by 3:30 will go to after school care)

After school care starts at 3:30, ends at 5:30

If you plan to park your vehicle and enter the building during the time other parents and guardians are picking up, please park by the basketball hoops located on the north side of the building, away from the pick up area.

For the safety of all who enter and exit the facility, please follow the procedures as noted.

If you have any questions or concerns regarding this matter, please contact the office.

Thank you.