

2023-24 Drop-off and Pick-up Instructions

To minimize congestion, please do not arrive more than 5 minutes before your scheduled drop-off of pick-up time. Students may not be dropped off before the scheduled time.

Please do not use cell phones in a moving car; pick-up and drop-off areas require your full attention.

Lower School Guidance - Please keep children buckled in car seats until the car stops and make certain that children are always dropped off in a place with an adult on duty. Plan to have your children use the curbside doors to exit and enter your vehicle. For pick-up, place your car card on the curb side of the dash so it can be easily read from the curb.

Drop-off and Pick-up Times

DROP-OFF TIMES

Lower School

Mon-Fri:

- **Pre-K: 7:30-8:00**; park in reserved spot and walk students to classroom for sign in
- **K-Pri: 7:30-7:45**; park in lot and walk child to classroom
- **K-Pri: 7:45-8:00**; drop at curb in designated location
- **1-5: 7:30-8:00**; drop at curb in designated located

Middle School

Mon, Tues, Thurs, and Fri:

- **7:30-7:55** (classes begin at 8:00)

Wednesdays:

- **7:30-8:40** (classes begin at 8:45)

Upper School

- **7:30-8:20** (classes begin at 8:25)

Every other Wednesday

- **8:10-9:05** (classes begin at 9:10)

PICK-UP TIMES

Lower School

Mon-Fri:

- **Half Day PreK: 12:30**; park in reserved spots and sign out from south playground

Mon, Tues, Thurs, and Fri:

- **Full Day Pre-K: 3:00**; park in reserved spots and sign out from south playground
- **K-5: 3:00**

Wednesdays:

- **Full Day Pre-K: 2:00**; park in reserved spots and sign out from south playground
- **K-5: 2:00**
- **If student/s need Interim Care on Wednesdays, same locations at 3:00**

Middle School

- **3:20** (classes end at 3:15)

Upper School

- **3:15** (classes end at 3:10)

MORNING DROP-OFF LOCATIONS



IF YOU HAVE MULTIPLE CHILDREN, DROP THEM ALL IN THE APPROPRIATE LOCATION FOR THE YOUNGEST CHILD.

Pre-Kindergarten: Park in the reserved spaces across from the Lower School building and walk your child to the outside classroom door.

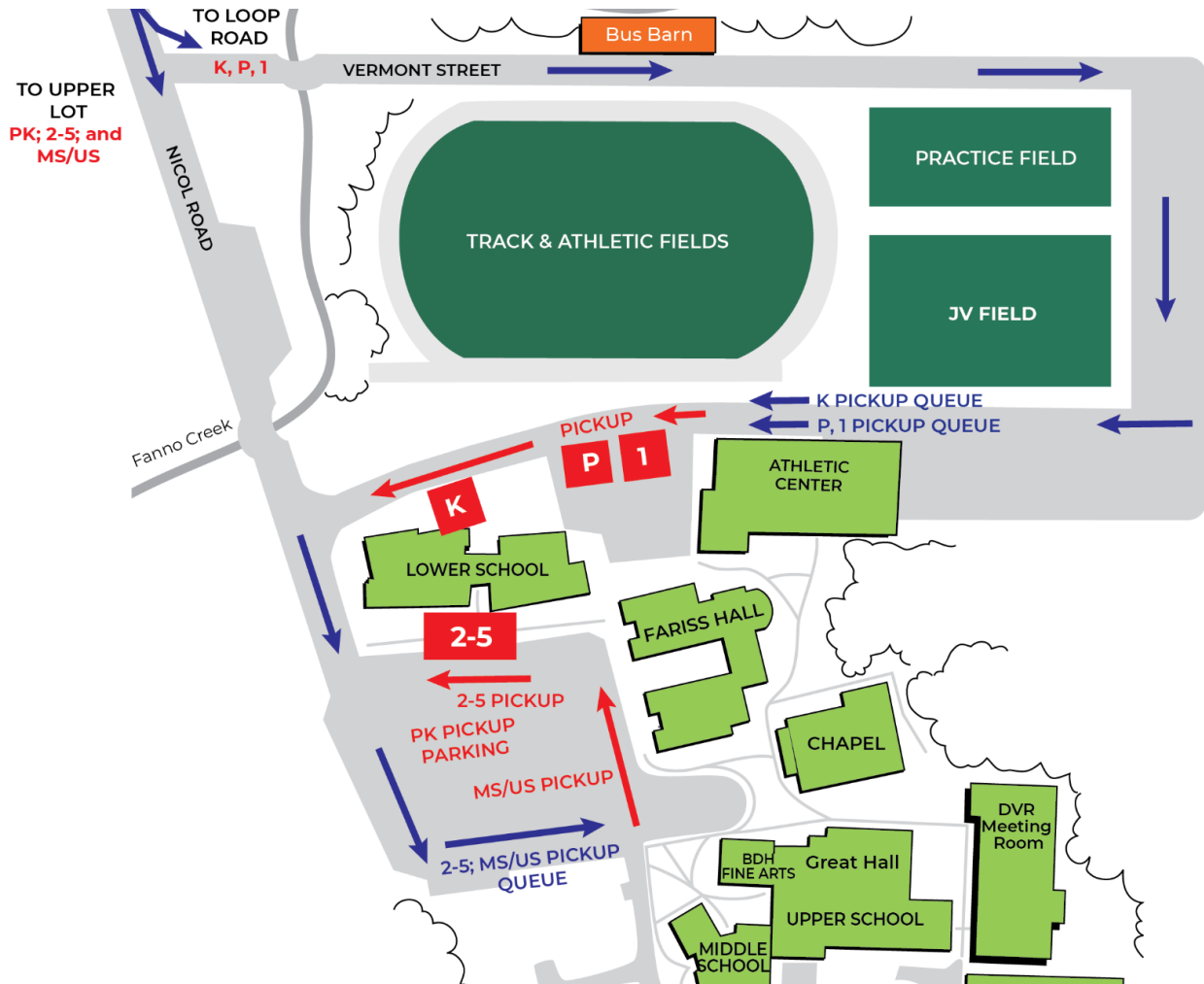
Grades K, P, 1: Drop off adjacent to the playground by turning left onto Vermont St. and driving around the fields. Pull to the sidewalk in the appropriate grade-level zone as directed.

Grades 2-5: Use the lower loop in the main parking lot and form a double line. When directed, pull to the curb as directed.

Middle School: Use the upper loop and unload at the sidewalk at the top of the parking lot or the Belltower crosswalk as directed.

Upper School: Use the upper loop and unload at the sidewalk at the top of the parking lot or the Belltower crosswalk as directed.

AFTERNOON PICK-UP LOCATIONS



IF YOU HAVE CHILDREN IN MULTIPLE DIVISIONS, PICK THEM UP IN THE UPPER LOT AT THE APPROPRIATE MS OR US TIME. MS AND US STUDENTS MEET THEIR LS SIBLINGS IN FRONT OF THE LOWER SCHOOL BUILDING.

Pre-Kindergarten: Park in the reserved spaces across from the Lower School building and walk to the outside classroom door to pick up your child.

Grades K, P, 1: Pick up adjacent to the playground by turning left on Vermont St. and driving around the fields. Line up as directed adjacent to the gym. Pull to the sidewalk in the appropriate zone as directed. **Older LS siblings join younger siblings at their pickup location.**

Grades 2-5: Line up in two rows as directed at the top of the main parking lot. Pull to the appropriate grade-level zone as directed. **Older LS siblings will join younger siblings at their pickup location.**

Middle and Upper School: Line up in two rows as directed at the top of the main parking lot. Pull to the lowest available spot along the walkway in front of Fariss Hall as directed.