



## DROP-OFF, PICK-UP, AND PARKING PROCEDURES

Classes begin at 9:00 AM and end at 3:30 PM. Supervision for Elementary School students is provided starting at 8:15 AM until classes commence, and again when school ends at 3:30 PM until 3:50 PM. The following procedures have been implemented to ensure the safety and security of our students.

### MORNING PARKING AND DROP-OFF

- Parents driving their children to school must enter the parking lot at the north gate (in front of Via Sesto Miglio) and exit through the south gate. Please see the following map.
- We ask that parents drop-off their child(ren) after **8:40 AM** so as to not interfere with the school buses in arrival.
- Do not drop-off your child(ren) before **8:15 AM** as no supervision is provided.
- Parents arriving **after 9:05 AM** must use the south gate to enter the school.
- Parents who wish to accompany their child(ren) to class may park in the parking lot. Note that spaces may be limited.
- To ensure the safety of your child(ren), students are to be dropped off either on the sidewalk or on the crosswalks. Do not drop-off your child(ren) in the middle of the parking lot.

### PARKING DURING THE DAY

- Parents who arrive to pick-up their child(ren) for early dismissal may do so by entering at the south gate.
- It is not permitted to park a vehicle in the parking lot and then leave campus.

### AFTERNOON PARKING AND PICK-UP

- **The school gates are closed to ALL vehicles from 3:00 PM to 3:45 PM.**
- After all school buses leave at 3:40 PM, parents will be allowed to enter the parking lot to pick-up their child(ren).
- If you have already parked in the parking lot prior to 3:00 PM, you will not be allowed to move your vehicle until after all of the buses have left.
- Parents coming to walk their child(ren) home may enter through the pedestrian gate at any time.
- Parents are requested to be on time to pick-up their child(ren).

Please note that all parents and guests entering campus will need to wear an AOSR badge at all times and make sure it is visible. Guests may obtain a badge by presenting a valid ID to the gatekeepers.

For special events, during the school year (concerts, parent/teacher conferences, the first week of school, ect.) you may be instructed to park on the tennis courts and/or basketball courts.

*Drive very slowly and with maximum care at all times.*



## SPECIFIC DISMISSAL PROCEDURES

### DISMISSAL OF PRE-K STUDENTS

- At the end of the school day, Pre-K students taking the school bus will be picked up at their classrooms by their school bus monitor and accompanied to the bus.
- Pre-K students not taking the bus will stay in the Pre-K classrooms until their parents or guardians arrive to pick them up.

### DISMISSAL OF ELEMENTARY STUDENTS

- Parents may wait for dismissal at 3:20 PM at the parking lot.
- From 3:30 PM to 3:45 PM students may be picked up at the following locations according to grade:
- Kg, 1st, 2<sup>nd</sup> – all school year in the Elementary School Library
- 3rd, 4th, 5<sup>th</sup> – all school year in the Music Room (ES 24)
- After 3:50 PM, students will be taken to the Elementary School Principal's office.

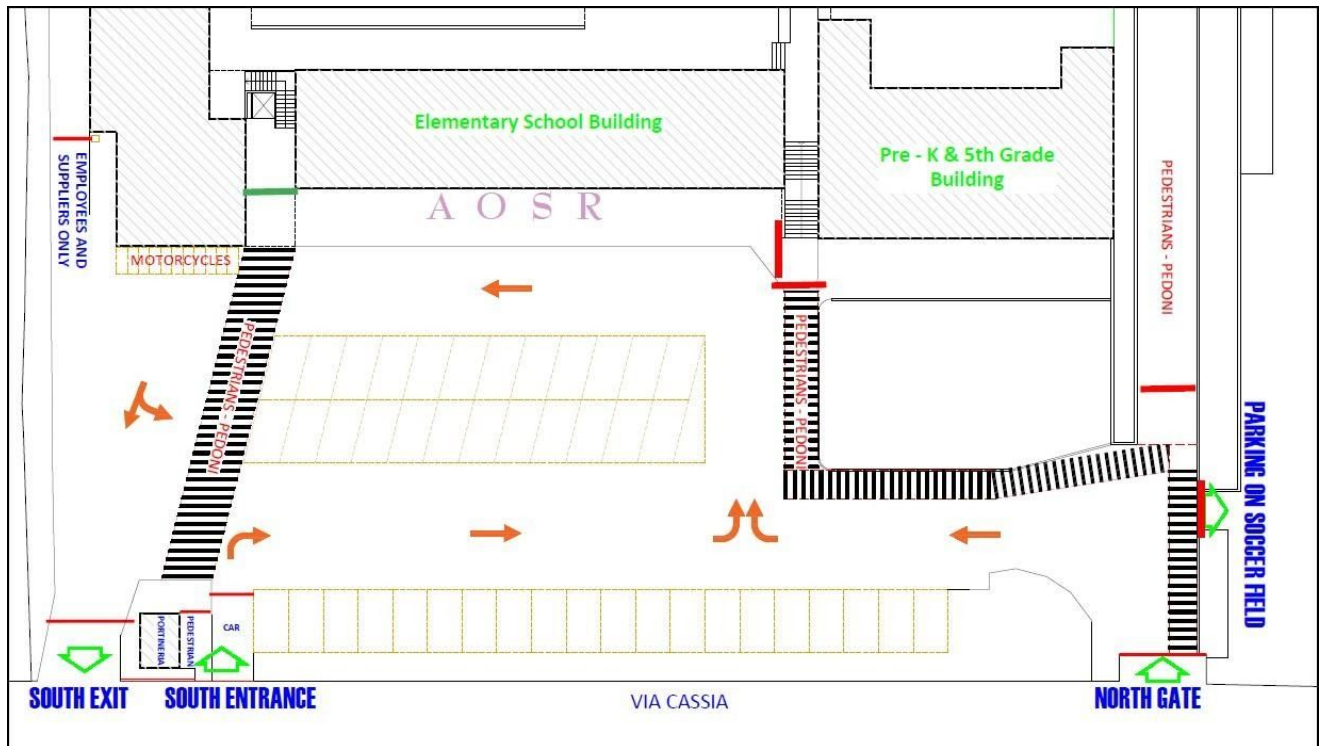
### DISMISSAL OF AFTER SCHOOL ACTIVITIES

- Students may only stay on campus after 3:40 PM on the days they are officially enrolled in an after-school activity.
- The dismissal of after-school activities is at 5:00 PM.
- Parents may wait for their child(ren) to be dismissed at the parking lot.



# American Overseas School of Rome

## AOSR PARKING LOT MAP



Thank you for your cooperation and understanding.

**American Overseas School of Rome**

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