

Dear Parents/Guardians,

If you plan on driving your child to school, please follow this plan to ensure the safety of the students and faculty.

**DROP- OFF**

1. **The only drop off area is in the south lot by the pool prior to 7:40.** The north lot is for faculty and staff only.
2. Drop off your child by 7:30 AM. Do not wait until the last minute.
3. Use the entire loop. Do not cut the line short. Allow your child to leave the car only along the curb adjacent to the school. Do not allow them to cut across the parking lot.
4. Make sure you pull up as far as you can along the curb adjacent to the school. Move away from the curb as quickly as safety allows.
5. The front loop may only be used after 3:15 PM for pick-up.

The **Front Loop** will be open for drop-off after all the buses have arrived and departed. Please do not pull into the front loop until security opens the loop.

If you drop off your child in the south lot, do not use front loop as cut through.

Please be patient and drive slow.

**PICK-UP**

1. **Pick-up is only on the south side parking lot.** The north lot is for faculty and staff only.
2. Encourage your child to stay for 11<sup>th</sup> period, Monday through Thursday.
3. Pick-up Monday through Thursday is at 2:55 PM. Pick-up on Friday is at 2:25 PM.
4. **You must wait in a lined parking space.** If you are waiting away from the curb, instruct your child to use the **designated crosswalk** to get to your car.
5. Be careful pulling out of the parking lot. Please be patient and courteous, allowing others to leave.

**If your child can take the bus, please encourage him/her to do so.**

We need everyone's cooperation in order to keep a safe and orderly environment. If we all focus on safety and model the behavior we would like our children to display, we will create a better environment for all. Please be patient.

**Cell Phones** – Please do not use cell phones while dropping off and picking up your child at school.

**Security Guards** – Please follow their directions; they are there to assist in keeping the children safe.

If you have any questions, please feel free to call me at 631-244-6650 or e-mail me at [tmurray@sayvilleschools.org](mailto:tmurray@sayvilleschools.org)

Sincerely,

Thomas Murray  
Principal