

Shady Lane Drop Off/Pick Up Procedure

AM Drop off:

- Students should be dropped off at the playground between 8:30-8:45
- Do not use the drive through lane, as the buses use that in the morning.
- 4K students should be dropped off at the 4K playground
- Parents and other adults should say goodbye before entering the playground. Only students and staff are allowed in the playground area from 8:30-8:45

PM Pick up:

- It is very important for you and your child to know how your child(ren) is getting home, as different scenarios require different exits. A child that is not where he/she is expected to be, holds up the process.

For parents/guardians using the drive-through:

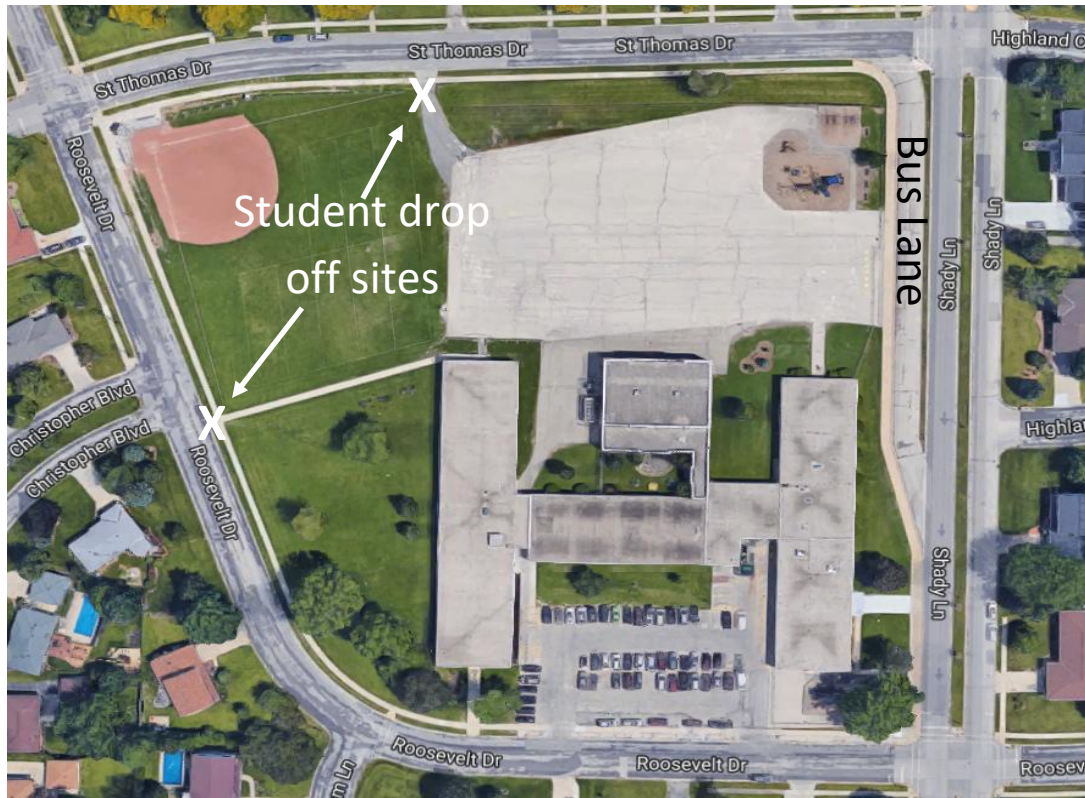
- Students getting picked up in the drive through lane will exit the building at door #10 and will be escorted to their vehicle by a staff member.
- Enter the drive through lane from St. Thomas Dr.
- If the line is long, it should extend west on St. Thomas Dr. and not around on Roosevelt.
- Students will only be allowed to enter their vehicle in that loading zone on the curbside of the vehicle.
- When your child(ren) is securely in your vehicle, you may pull onto Shady Lane and exit the loading zone. Please help to teach your child to be able to buckle themselves.
- Please have your child's name clearly displayed on the dash of your vehicle.

For parents/guardians picking their child(ren) up on the playground:

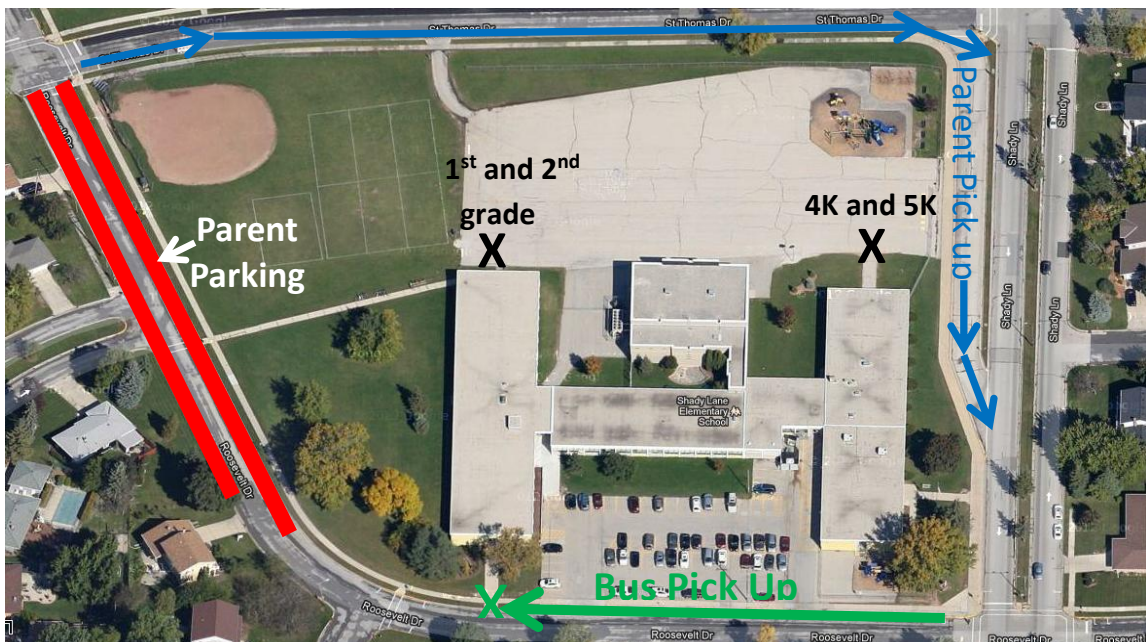
- To ensure the safety of our students, all students must be picked up by a parent/guardian, older sibling or designee (neighbor or friend) from a teacher on the playground, before they will be released. We will not send students to walk home or to their car on their own.
- 4K (PM) and kindergarten students will be picked up at door #9
- 1st and 2nd grade students will be picked up at door #4
- If you are parking, you may park on Roosevelt Dr., the north side of St. Thomas Dr. or Highland Ct. Please do not park in the parking lot, as it is used for staff and parent needing to pick their students up from the office for a special circumstance. Please do not park on Christopher Blvd. as there are no sidewalks making it a dangerous intersection to navigate.
- Please do not walk your students across the street without a cross walk. The streets around school are very busy at the beginning and end of the school day, especially Shady Ln.

It is our top priority to get students home safely. We are completely surrounded by village streets, so we need to follow our procedures closely to ensure the safety of our students. Please contact school if you have any questions or if your child's routine will change.

AM Drop Off

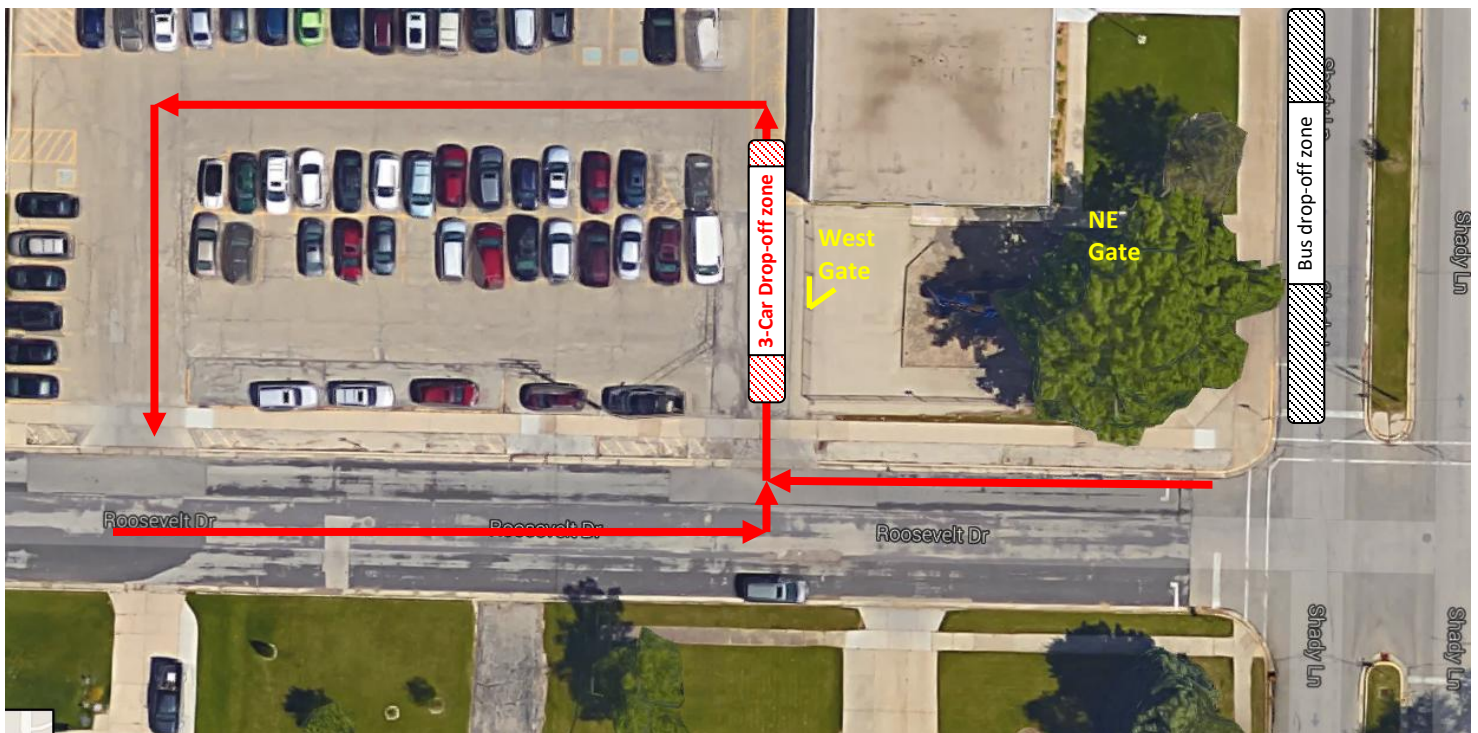


PM Pick Up



4K Drop-off Procedure (Both AM and PM)

- Students riding the bus will be dropped off on Shady Lane in front of the school and enter the playground through the gate in the northeast corner of the 4K playground
- Students walking to school will also enter the playground through the gate in the northeast corner of the 4K playground
- Parents, siblings and other adults should say good bye at the gate. Only students and staff are allowed in the playground area from 8:30-8:45 (12:45-1:00 for PM)
- Students getting dropped off in a car will use the drive-thru drop-off zone in the parking lot.
 - Cars will enter the parking lot adjacent to the 4K playground from Roosevelt Dr.
 - There will be a 3-car drop-off zone immediately upon entering the parking lot.
 - Please pull to the furthest open spot.
 - Students will exit the vehicle on the passenger side and proceed straight to the west gate, which will be supervised by a teacher.
 - Cars will then proceed through the parking lot and exit back onto Roosevelt Dr. from the parking lot's west entrance.
 - Please do not park in this zone and exit the vehicle. Students will be able to walk safely, directly to the playground's west gate.
 - The west gate is for the drive-thru drop-off only. If you are parking and walking your child, please use the northeast gate.
 - Cars may queue up along Roosevelt Dr., but please do not block the Shady Lane/Roosevelt Dr. intersection.



AM 4K Pick Up Procedure

- All students will be picked up from door #10
- Buses will pick up along Shady Lane
- Parents may use the drive-through pick up lane
 - Enter the drive through lane from St. Thomas Dr.
 - Students will be escorted to their vehicle by a staff member.
 - When your child(ren) is securely in your vehicle, you may pull onto Shady Lane and exit the loading zone. Please help to teach your child to be able to buckle themselves.
 - Please have your child's name clearly displayed on the dash of your vehicle.
- Parents may choose to walk up
 - You may park on the street (Roosevelt Dr, south on Shady Ln, or Highland Ct.) and walk up to the sidewalk outside of door #10

