



Student Drop-Off & Pick-Up Procedures Ensuring Safety & Minimizing Congestion

General Reminders

- Drive slowly and use extreme caution at all times.
- Follow staff directions and posted signs.
- **Students MUST arrive by 7:45 AM. Students should NOT be picked up AFTER 2:00 PM.**

Morning Drop-Off

- Pull forward as far as possible along the sidewalk to allow multiple students to exit at once. Students may not cut across traffic for any reason.
- Have students ready to exit immediately upon stopping—delays of even a few seconds add up time and produce congestion.
- Remain in your vehicle. Staff are available to assist if needed.
- After drop-off, stay in line and wait for the vehicles ahead to move. Follow the traffic flow to exit.

Afternoon Pick-Up

- Pull forward along the sidewalk; your student may need to walk to your location.
- Students must enter on the passenger side only.
- Do not allow students to cross traffic. Refrain from parking in the parking lot. Pull up to the sidewalk instead for drop off & pick up.
- Use the designated one-way path to exit.
- Check your driver's side mirror carefully for traffic before pulling out.

PLEASE DO NOT PARK ALONG PARK AVENUE, BLOCK ENTRANCES OR EXITS, OR PARK IN THE BUS LANES. THANK YOU FOR YOUR COOPERATION.

