

# DROP OFF & PICK UP PROCEDURES

## Clarence Center Elementary

For children who can independently exit and enter the car

### Arrival Drop Off Directions for Parents

- Drop Off is from 7:30-8:05am at Door 6 located at the back of our building.
- Enter the back parking lot from Maple Street only.
- The first car in line should pull all the way up to a stop sign we place in the Drop Off area.
- Children should independently exit the car.
- DO NOT pull out from the flow of traffic in the drop off line.
- Exit out of our parking lot onto Eastwood Road only.

### Dismissal Pick Up Directions for Parents

- Pick up is from 2:20-2:40pm in our back parking lot.
- Parents may pull into our back parking lot at 2:15pm through Maple Street only.
  - Please do not arrive early, block driveways or parking lots.
- The first car in line should pull all the way up to a stop sign we place in the pick up area.
- Children will be released by staff to independently enter the car.
- Exit out of our parking lot onto Eastwood Road only.

If you have notified the school through the Transportation Survey or directly that your child is in a 5 point harness or needs assistance exiting or entering the car, you will follow the "Parent Assistance Procedures."

