Central Elementary – Morning Drop Off and End of Day Pick-Up

Hello, Central Families!

As we prepare for a new school year we would like to refresh and remind everyone about our morning drop off and end of day pick up procedures:

Arrival
Morning supervision will begin at 7:40, **please do not drop students off and leave them unattended prior to 7:40.** All students will immediately enter the building when doors open at 7:40.

Dismissal

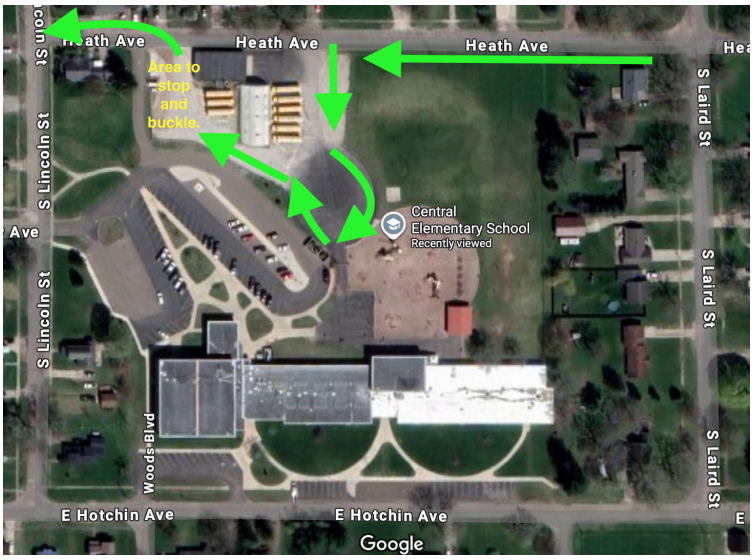
ALL CHANGES TO END OF DAY PLANS MUST BE MADE BEFORE 2:30PM
Central's Office Phone Number 269-483-7107

If my student is in grade Y5-1 and I pick them up IN A CAR after school…

- Y5, Kindergarten, and 1st grade car pick-up will take place behind the school in the loop off of Heath Ave just as it did last school year.
- **This pick up loop includes all upper level siblings!** For example, if you have a first grade student and fourth grade student, both students will come out to this pick up loop.

<u>How it will work:</u>

1. Enter the bus loop from the **east side, down Heath Ave.**
2. Follow the signs and cones.
3. Cars will be released five at a time to move forward to pick up their student(s).
4. Once students are loaded and you are waved forward out of the loop you may pull over by the bus garage to ensure all students are safely buckled. Please do not get out of your car until you are out of the loop.



<u>Important reminders:</u>

- Do NOT block driveways while waiting.
- Please follow all traffic signs and directions from staff.
- Student safety is our number one priority, but please hold off on buckling students until you are out of the loop and over by the bus garage.
- Be patient—this system is designed to **keep everyone safe while speeding up pick-up**.
- If you're picking up a **2nd–5th grader ONLY**, please park in the parent parking lot and walk up to get your child.

If my student is in grades Y5-1 and I WALK UP to get them after school…

- Walk up to the Door 8 entrance located in the South Lincoln Street parking lot.
- A staff member will call your student from inside and bring them to you.
- **Upper level siblings will be with their teacher!** For example, if you have a first grade student and fourth grade student, your first grade student will be brought out to you and you can pick up your fourth grade student from their teacher

If my student is in grades 2-5 and I pick them up after school…

- Park your car in the parking lot off of South Lincoln Street and walk up to the fence to pick up your student from their teacher.
- **Do not walk inside the fenced area.** Your student will be sent to you.

If my student is in grades Y5-5 and rides the bus after school…

- Staff will help your students get on the bus each day