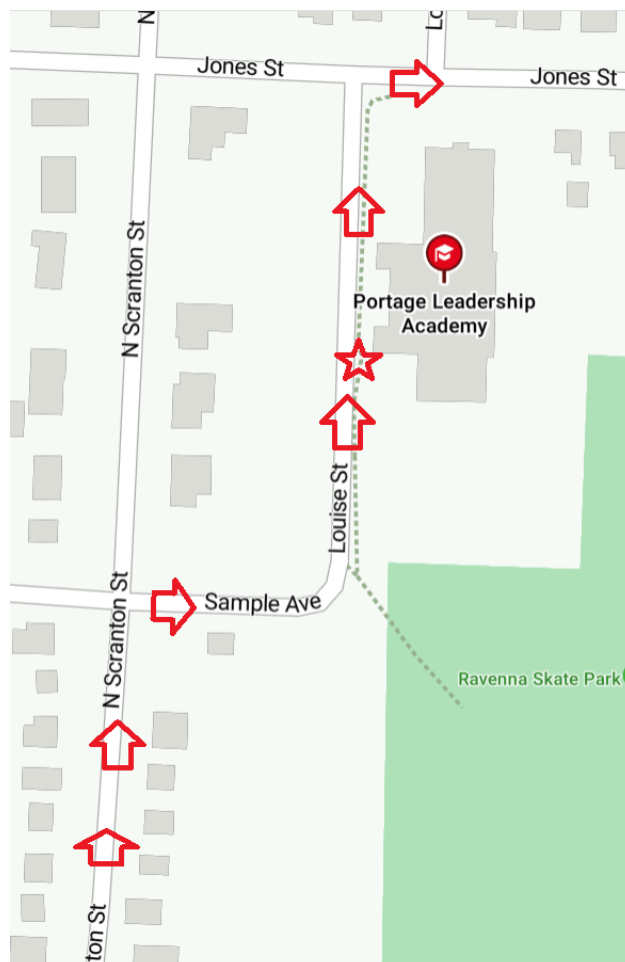




Pick-Up & Drop-Off Procedures

7:30 am - 3:30 pm

Please enter the pick-up/drop-off line by turning from **N. Scranton St.** onto **Sample Ave.**, then onto **Louise St.** A traffic cone will mark the beginning of the line. Please continue the line from that point along **Louise St., Sample Ave., and N. Scranton St.** Please refrain from blocking all driveways of our neighbors and all roadways.

For the safety of all students and staff, please remain in your vehicle until a member of the administration or school staff signals for your child to exit. We also recommend that your child sit on the **passenger side** of the vehicle to allow for safe entry and exit.

When exiting the pick-up/drop-off line, please be aware that school buses may be loading or waiting nearby. Proceed to **Jones St.** and make a **right turn** with caution. Please drive slowly, remain alert, and follow all directions from school staff to help ensure the safety of our students, families, and bus drivers.

If your child's pick-up arrangements change for the day, please notify the Office Manager, **Ms. Mack**, no later than **2:30 p.m.** This helps ensure a safe and smooth dismissal for all students.

Each student will receive a piece of paper to place in the right corner of their windshield to identify who they are. Please keep it in the window at every drop-off. We will provide these at orientation. Include any additional pick-up authorization on your emergency contact sheet. Please ensure you have a valid identification card at pick-up.

Thank you for your cooperation and partnership in keeping our students safe!

