



## New Drop off and Pick up Procedures

To ensure the safety of our students, we have created a new location for car drop off and pick up. Not only will this improve safety, but it will be more convenient for parents, especially during inclement weather. Please carefully read through the procedures below.

### Drop off

- Please enter the parking lot on Darmstadt and drop off your child at **door #11 after 8:00 am**. A staff member will be present to direct your child into the building.

### Pick up

- If you indicated that your child will be picked up from school in a car, you will receive a placard with your child's name. Please place this placard inside the windshield.
- Please enter the parking lot on Darmstadt and pull forward to wait for your child to be dismissed. Please DO NOT leave the car.
- A staff member will bring your child to the car.
- When exiting the parking lot please make a right-hand turn towards Wolf Road.

### Walkers

- At dismissal, students who are walking home will only exit **door #4** at the front of the building.
- Students **MUST** cross the railroad tracks on Wolf Road with the crossing guard.