

Guidelines for Drop-Off and Pick-Up Time

Please be certain during drop off and pick up time to follow the procedures we put in place in order to keep our students safe. Please also make sure to share this important information with anyone who will be transporting your child to and from school.

Our school day begins at 7:40am. Before Care is available from 6:45am-7:40am. All students should enter the building through the middle door of the building on Halsey Avenue. The bus-drop off is at the middle door. Students arriving by car may get dropped off in front of the middle door if they are able to walk independently to the door. If your child is not able to walk by themselves into the building, then please park your car in a designated space in the parking lot and escort your child into the building. There is no drop off at the entrance of the parking lot. In order to keep our students safe, if you are dropping your child off from the parking lot, please back into your parking space and walk your child to the door.

Dismissal for full day pre-k and kindergarten through eighth grade students is at 2:10pm. Bus students will be dismissed from the main door near the office. All other students in kindergarten – 8th grade assemble in the All Purpose Room. Pre-K students get picked up from their classrooms. If they are going to the After School Program, they will be escorted there by a teacher or teacher's aide. Parents should enter through the same middle door as in the morning. Parents are to pick up their children and then exit by way of the back door leading to the parking lot. If your child attends the After School Program, you will pick them up by entering through the back door from the parking lot. Half-day pre-k students are to be picked up at 11:00am from the main lobby at the front entrance of the school.

No one is allowed to park and/or leave a car unattended on Halsey Avenue during drop-off and pick-up time. Please do not cross your child on Halsey Avenue. This street has a great deal of traffic and it is unsafe to have your child cross the street when other cars and buses are present for drop-off and pick-up.

When parking in the school parking lot, please back your car into the parking space. Please be mindful to watch for families who are walking through the parking lot. Please only leave your car in spots that are marked parking spaces. Please do not park in "No Parking" areas. When walking your child through the parking lot, please do not walk behind any parking spots as cars may be backing into them. Please use caution when walking to and from the building as cars are pulling in and out of the parking lot.

Please note that you are not allowed to make a left hand turn out of the parking lot onto Halsey Avenue during school hours.

Our students' safety is our first priority. Please help us to keep all of our children safe by working together as a school community. Thank you for your cooperation.

