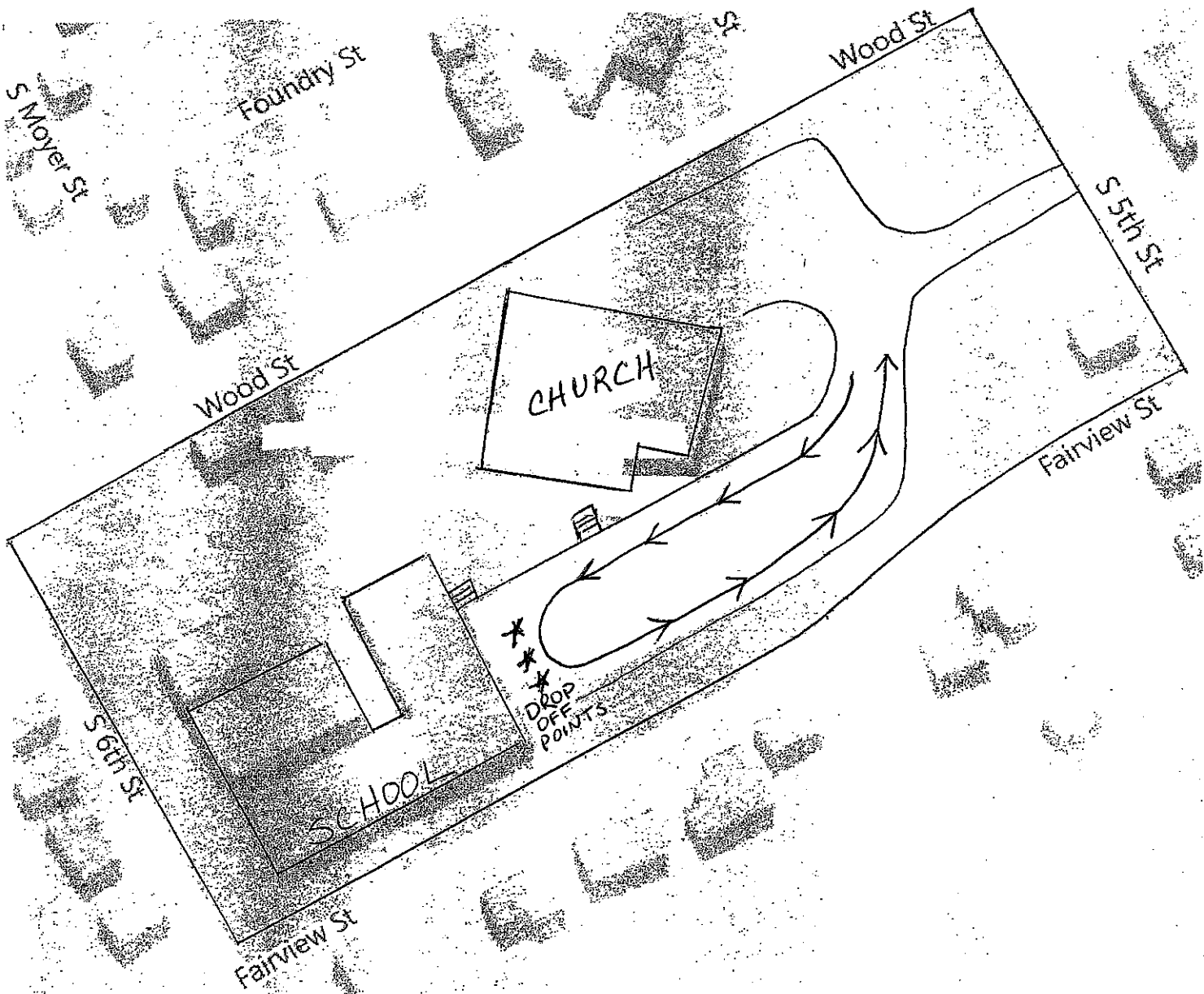


## ROUTINE FOR MORNING DROP OFF

Morning car riders are to be dropped off in the upper parking lot behind the school building. Cars must enter the upper parking lot from the 5<sup>th</sup> Street entrance by the church. Proceed into the parking lot along the right lane up to the school building. Students can exit the cars at the top of the parking lot. Circle to the left and exit the parking lot again at the 5<sup>th</sup> Street entrance. No cars may exit the parking lot onto Fairview Street as that will be designated for bus drop off only.



## ROUTINE FOR AFTEROON PICK UP

All cars are to enter the upper parking lot behind the school from the 5<sup>th</sup> Street entrance by the church. Cars will form four separate rows facing the school building parallel to the church. Drivers should turn off their motors. Parents with students in grades Pre-S – Grade 3 should walk toward the building where the teachers on duty will dismiss the students to their parent/guardian. Students in grades 4-8 will be guided by the teachers to their cars. Students should get into their cars immediately. No cars will move until all children are safely in their cars and the teacher in charge signals for cars to leave. The row nearest the church side of the parking lot will leave first. All cars will circle to the left around the lot and exit onto 5<sup>th</sup> Street. No cars may exit onto Fairview Street as that will be designated for bus pickup only.

