

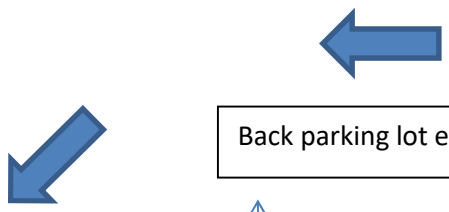


Procedure for ELEMENTARY Parent Pick-Up 2016-2017 School Year

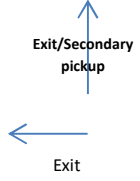
When the weather is nice, elementary students will be lined up along the building near the glass enclosed entrance of the school. During the cold winter months (below 40 degrees) and when weather circumstances constitutes extra precautions (i.e., code red heat index, thunderstorms, raining, snowing, etc.), students will be inside waiting for pick up in Baker Auditorium.

To make the pick-up process safe and efficient, the following procedure is now in place:

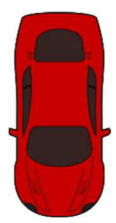
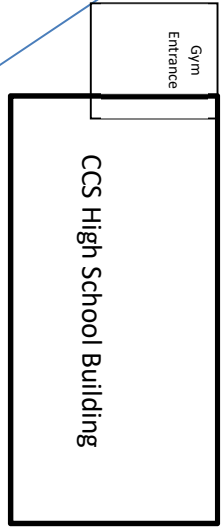
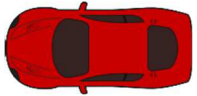
1. Please **ENTER THE SCHOOL PARKING LOT FROM THE BACK ENTRANCE** (*near the soccer fields*). Wrap around the front of the building and form a vehicle line starting at the door by the church building's kitchen door (*facing the back of the building, the door is located on the LEFT near the route 140 entrance*) and wrap around the building. Please **DO NOT** proceed to the back door until directed by the teacher on duty. (*See diagram on back*)
2. Each family will be given a laminated card with the family's last name and number of children.
3. Parents will display their laminated "family" card in the driver's side front window.
4. **Please stay remain in the car to pick up your children.** Should you need to discuss an issue with your child's teacher, please park your car and come in.
5. Students will be lined up, by grade, in Baker Auditorium.
6. The teacher at the side kitchen door (*on the 140 side*) will radio in to the teacher in Baker Aud. with the family's last name. (*please note: if you have previously arranged to pick up children from another family, parents will need to communicate the additional children's family name in addition to their own; For example "Smith". Pick up arrangements and approval need to be made PRIOR to pick-up to avoid traffic back-ups on route 140.*)
7. Children will board their parent's vehicle from the back door (*the glass enclosed main entry for the school office*) where students have always boarded.
8. Parents needing to pick-up secondary students may enter at the 140 entrance and proceed to the high school building.



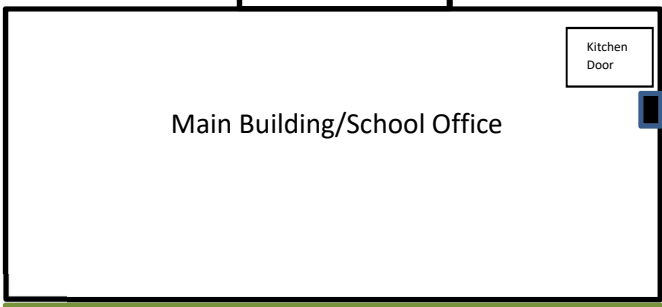
Back parking lot entrance



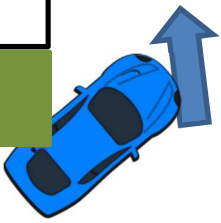
Students will board vehicle **HERE.**



School Office Building Entrance



Please stop here, display Family Card and wait to be directed to back of building.



Exit to 140



Entrance FROM 140

Please **ONLY** enter here to drive straight through for Secondary pickup.

Route 140

