

East Wing Pick Ups

East Wing Drop Off/Pick Ups:

Our parent drop off/pick up area will be at the East Wing of the school. (off of Ferry Lane) Parents **will not** exit their vehicles nor enter the school to pick up students. Please pull up to the cone to start the line. A staff member will greet you for the morning routine and students will be escorted from cars in the car line and cars will exit in a systematic fashion.

To begin the school year, please adhere to the following procedures:

- A **note** must be sent to school stating that the student will be picked up. The note will be forwarded to the office and the student's name will be placed on the East Wing dismissal list which will be announced at the end of our day. Students will be called to the East Wing for dismissal prior to the buses. Please refrain from calling the school unless there is an emergency or change in plans.
- Students who are waiving transportation for the year or to start the school year, must complete a Transportation Waiver. Daily pick-ups will not be announced; students will automatically report to the East Wing.
- Parents arriving for pick up should pull as far forward in the car lane and wait inside their car. Students will be escorted to the car line by a staff member and provided a signal to exit in a systematic fashion. If the need arises, two lines of cars will take form under the direction of staff.
- Please note that cars are to remain in the car line and not pull around other cars. Movement of car line will be directed by school staff.
- It is important for the school to know that each child is accounted for. We have a process that needs to be followed so that we can make sure that children are in the correct place. Please be on time for pick up. Students will not be permitted to leave with another parent unless permission has been given in advance or is obtained.
- School staff will be on duty but your help and cooperation is needed to make dismissal safe and efficient. They must follow the procedures as directed by the administration to ensure the health and safety of the students.
- Please note the following:
 - Students are not permitted to return to classrooms for forgotten items.
 - Pets should not be brought to the pick-up area.
 - Students **MAY NOT** walk to a vehicle unattended.
 - Dismissal begins at 3:15 for the 21-22 school year. If your child is on safety patrol, please note that they will be dismissing closer to 3:25.

Thank you for your cooperation.

Jeannine DeFalco