



Morning Parking Lot Procedures: and Afternoon Dismissal

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New Arrival Procedures

Key features:

- All students in grades K-8 will be dropped-off on the sidewalk.
- All students in grades PreK-8 will now enter the building via the new school entrance.
- No students will walk unescorted through the parking lot or across traffic.
- All cars/buses will travel in the drop-off lane.
- No cars will pass other cars.

Parents with children in grades K through 8

- Enter parking lot only through the west entrance (closest to Lexington Street and the cafeteria/auditorium). This is the lane for all traffic, including the buses.
- Upon entering, **do not turn** left to park. All drivers must stay in the drop-off lane. See below for instructions for parking for the PreK and parents wishing to enter the school.
- If you are the first car in the drop-off lane, you will **pull up to the sign that says drop-off**. You will then let your child(ren) out onto the sidewalk. Do not allow children to exit on the driver's side of the vehicle.
- If you are in the drop-off zone, with cars in front of you, you may drop off your child(ren) on the sidewalk before reaching the drop-off sign.
- Please make it a point to **have your child(ren) ready to disembark** the car as soon as you pull up to the sidewalk. Please make sure all backpacks are with your child(ren) **inside** the car (and **not** in the trunk). Only the children should be getting out of the vehicle. Drivers should remain inside the vehicle at all times. Staff will be available to assist your child(ren) with the vehicle doors if necessary.
- If you are held up by the car in front of you, **YOU MAY NOT PASS THIS CAR**. Please drive slowly in a single line keeping in mind that pedestrian traffic may be crossing the flow of exit traffic. No cars will be allowed to drive in the schoolyard portion of the parking lot.

To exit the parking lot: All cars will take a left at the drop-off sign, following the cars/bus that may be in front of them and proceed to the center exit of the parking lot.

Kindergarten First Week: If you want to take your Kindergartner into the classroom for the first week of school you **must** follow the procedures below for PreK arrivals.

Parents with children in PreK (and parents wishing to enter the school)

- Follow the procedures above. Even if you are not dropping off your child at the sidewalk, you must remain in this line. You may **not** pass the vehicle(s) in front of you.
- Take a left at the drop off sign and a second left to park your car in a space **facing** the church. **Please do not park directly behind another car** to avoid having to back up out of a space.

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- Once parked, walk with your PreK child(ren) across the parking lot and into the building using the new main entrance. Please be mindful that you will be crossing the line of cars exiting the parking lot.

Afternoon Dismissal Procedures

During the afternoon dismissal for pick-ups, parents will park in the lot furthest away from the school and to the left of the church. **No parents are allowed to park in the parking lot between the church and the school during afternoon dismissal.** Parents will then walk to the grassy area on the side of the church to meet their children. Classroom teachers, or their designees, will escort the children to the sidewalk adjacent to the church where they will be met by their parents/guardians at the grassy area.

Once the pick-up students board their cars, parents will drive their cars out of the lot either going left or right onto Trapelo Road. Following these guidelines will help assure the safety of our children during dismissal.

Dismissal for the day is done in an orderly fashion with individual buses being called one by one. Additional buses will not be called until all students have boarded the previous bus and have begun to leave the school grounds.

Please become familiar with these procedures if your children are driven to school. If you have any questions, please do not hesitate to contact me.

Chandra Minor
Principal

