

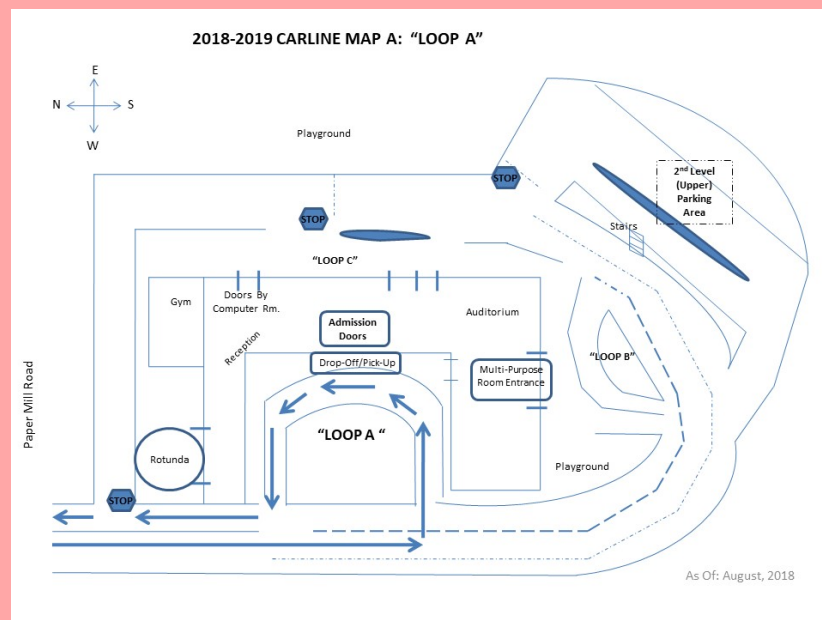
Morning Arrival Procedures

7:45 AM – 8:05 AM

Admission Entrance

Loop A

- Enter the campus off of Paper Mill Road
- Make your **3rd LEFT** onto the one-way road for “Loop A”
- Pull up **as far forward** as possible along the sidewalk to allow more vehicles to pull up behind you
- Students may be dropped off and enter the building through the Admission Office doors
 - **Have your students ready with their belongings to exit the vehicle as you pull up to the curb**
 - **Staff will assist the students exiting the vehicle**
 - **SAFETY FIRST:** Drivers are asked to **remain in the vehicle and stay in line** until the car in front of them has departed. Students will be moving around their vehicles gathering their items
- After students are dropped off, proceed forward to stop sign
- **TURN RIGHT** to exit campus



Dismissal Procedures

11:30 AM – 11:45 AM

Admission Entrance

Loop A

- Enter the campus off of Paper Mill Road and follow the same traffic pattern (as listed above) for the morning drop-off at 7:45 AM
- **PLEASE DISPLAY YOUR SIGN WITH NAME & GRADE on the front windshield** of your vehicle so that the staff may call your student(s) as you arrive
- Pull up **as far forward** as possible to allow more vehicles to pull up behind you
- Please **REMAIN IN YOUR VEHICLE**, as staff will be there to assist the EC students to the car and into their seats
- Drivers are responsible for buckling their students into their safety belts. (PLEASE PULL FORWARD around the loop if you need to get out of your vehicle to buckle your child.)
- Your patience is appreciated, as our younger students sometimes require more time to get safely situated into their vehicles
- Parents arriving after 11:45 AM may pick up their child(ren) by entering through the MAIN ENTRANCE doors