

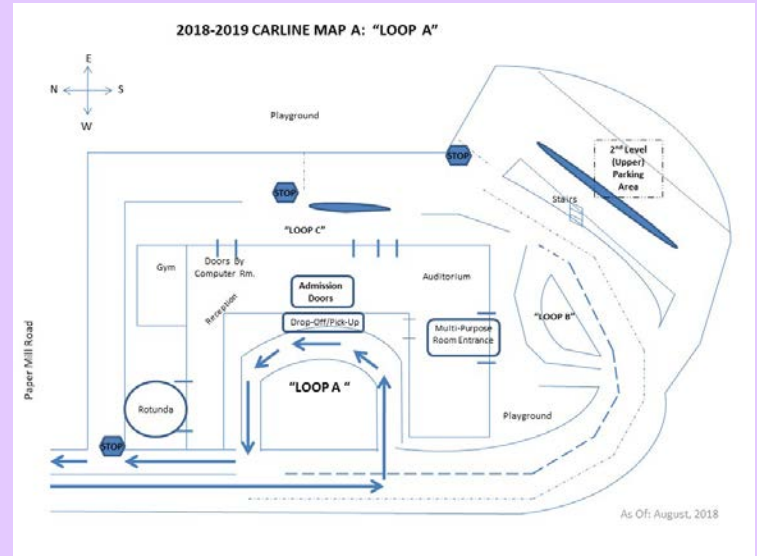
Morning Arrival Procedures

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

3:00 PM – 3:15 PM

Multi-Purpose Room Entrance
Carline #101-#300

Loop B

- Enter the campus off of Paper Mill Road
- After passing “Loop A,” proceed into the **LEFT** incoming lane. (This will be the middle lane.) Stay in this center lane, and after passing the playground, make the **1st LEFT**.
- Pull up **as far forward** as possible along the curb to allow more vehicles to pull up behind you
- **PLEASE DISPLAY YOUR SIGN WITH CARPOOL NUMBER on the front windshield** of your vehicle so staff may call your student(s)
- For safety reasons, please **REMAIN IN YOUR VEHICLE**, as students will be moving around their vehicles loading their belongings
- Drivers are responsible for buckling their students into their seats
- After picking up students, **TURN LEFT**, following the drive around back of gymnasium parking lot
- **TURN RIGHT** at the stop sign and exit the campus onto Paper Mill Road. **WATCH FOR TRAFFIC**
- Parents arriving after 3:15 PM may pick up their child(ren) in Extended Day

