

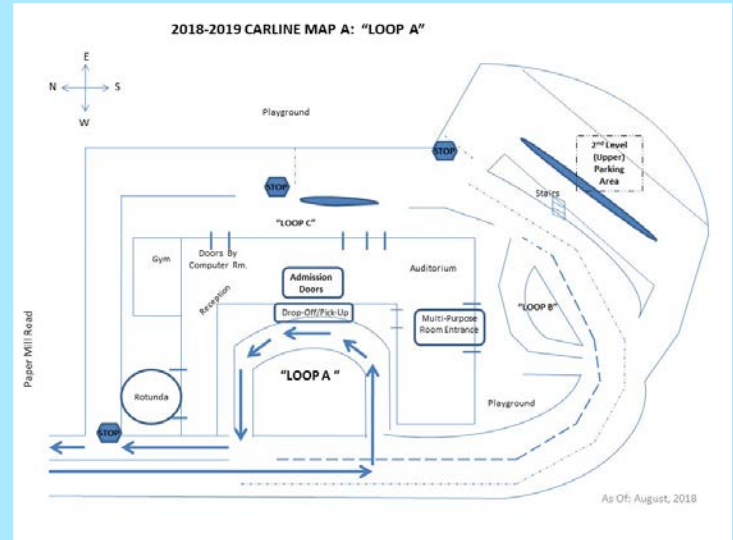
## Morning Arrival Procedures

7:45 AM – 8:05 AM

Admission Entrance

Loop A

- Enter the campus off of Paper Mill Road
- Make your **3<sup>rd</sup> 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

Lower School Loop  
Carline #301-#550

Loop C

- Enter the campus off of Paper Mill Road
- Stay in the far **RIGHT** lane as you go straight and pass “Loop A”
- After passing the playground, make the **1<sup>st</sup> RIGHT** into the **2<sup>nd</sup> LEVEL** parking lot
- Continue up, around, and through the **2<sup>nd</sup> LEVEL** parking lot
- **STOP** at stop sign, **VEER RIGHT, WATCH FOR TRAFFIC and please do not block road**
- Proceed across the main road, staying to the **LEFT**, and continue down to “Loop C”
- Pull up **as far forward** as possible along the sidewalk to allow more vehicles to pull up behind you
- **SAFETY FIRST:** Drivers are asked to **remain in the vehicle and stay in line** until the car in front of them has departed, as students will be moving around their vehicles stowing their items
- After students have entered vehicle, proceed to stop sign
- **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

