

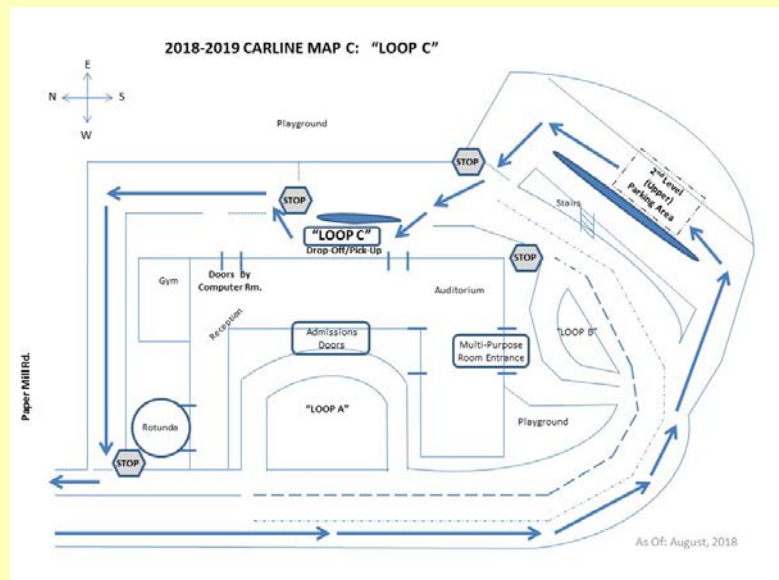
Morning Arrival Procedures

7:45 AM – 8:05 AM

Lower School & Computer Lab Entrances

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 **1st RIGHT** into the **2nd LEVEL** parking lot
- Continue up, around, and through the **2nd LEVEL** of the parking lot
- **STOP** at stop sign, **VEER RIGHT, WATCH FOR TRAFFIC** and **please do not block the road**
- Proceed across the main road, staying to the **LEFT**, and continue down to “Loop C”
- **Have your students ready with belongings & prepared to exit vehicle as you pull to curb**
- Pull up **as far forward** as possible along the sidewalk to allow more vehicles to pull up behind you.
- Once you enter the loop and the car stops **THE FIRST TIME, ALL STUDENTS should exit the car. Cars should not be making multiple stops along the loop so that students can be close to a particular door.**
- Students may enter the building through the doors located at either end of the loop
- **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 have safely exited vehicle, proceed to stop sign
- **TURN LEFT**, following the drive around back of gymnasium parking lot. **WATCH FOR TRAFFIC**
- **TURN RIGHT** at the stop sign and exit the campus onto Paper Mill Road



Dismissal Procedures

3:00 PM – 3:15 PM

Lower School Loop
Carline #301-#550

Loop C

- Enter the campus off of Paper Mill Road onto Rita’s Way 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 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 where “Loop C” ends
- **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