

Gillette Elementary School
Drop Off & Pick Up Procedures
2008-2009 School Year

For **Morning Drop Off**, parents are requested to use the drop off line and to not park and walk their children into the school building. Parents will enter the parking lot on the western side of the school and proceed around the back of the school to the drop off point at the end of the sidewalk on the eastern side of the building. Students exit the car on the sidewalk side and not into the driveway. Parents should provide assistance to their students, as necessary, in opening the car door and releasing children from car seats. With a large number of students being dropped off, it is important to keep the traffic flowing. Once on the sidewalk, students will be directed to enter the building through the main entrance.

New Procedures for Pick Up- Parents will not be allowed to enter the school building to pickup their children. Parents are encouraged to use the carpool line for pickup. Parents will enter the parking lot and proceed around the building to the end of the sidewalk on the eastern side of the building. Parents are encouraged to stagger their arrival times. It is critically important that parents proceed slowly around the building. Each family will need to create a dashboard sign on which the student's last name will be printed in large black letters. This needs to be placed on the driver's side dashboard for the staff to see. If a child is not ready for pickup when the parent gets to the front of the line, the parent will have to exit the lot, re-enter and then wait on line.

Parents are strongly encouraged to have their children follow the same dismissal routine everyday. This will ensure that children will not be in the wrong dismissal location.

Millington Elementary School

Drop Off & Pick Up Procedures

2008-2009 School Year

For **Morning Drop Off**, parents will follow the same procedures that were in place last year. Parents may pull up on Northfield for a quick drop off. Parents should not park along Northfield Road. Students exit the car on the sidewalk side and not into the street. With a large number of students being dropped off, it is important to keep the traffic flowing. Parents are encouraged to have the children exit the cars quickly and carefully. Parents also have the option of pulling into the side lot where staff members park. There may be some available spots in this lot if parents need to park. Parents should assist students with crossing the lot. Parents may also enter the parking lot for a quick drop off. Parents should drive all the way into the back, turn around, follow that loop around towards the exit and drop off their child before the crosswalk. This should be a quick drop off as well. Students **exit the car on the sidewalk side** and not into the lot.

Dismissal Procedures

At Millington School, walkers will be dismissed at 3:10 P.M. They will exit out of the gym doors and walk down the sidewalk to the crossing guard. Students will be assisted by the crossing guard to travel in a group south down Northfield Road or to proceed to the intersection at the Crescent where another guard will cross them over Northfield Road. Children heading north on Northfield Road should follow along the sidewalk from the school. Students riding their bicycles to school must walk their bicycles on school property and follow the same procedures as the walkers.

Bus Riders – Students riding the first set of buses will be dismissed at 3:10 P.M. They will exit the front doors to board their assigned bus. If their bus has not arrived, they will be instructed to stand in line to wait for their bus. Students who ride the second set of buses will be dismissed to the gym at 3:12. They will sit with their bus line until called to walk to the front of the school for dismissal. Buses will load in the driveway directly in front of the school.

New Procedures for Pick Up- Parents will be entering the side lot to travel around the school to the pick up area which is located on the north side of the building. Parents should not arrive prior to 3:05 as they will not be able to enter the lot before that time. Parents are encouraged to stagger their arrival times. Students are supervised by school staff until 3:30 P.M. Upon entering the lot, drivers will initially be stopped by the back fire lane where the cars will wait until 3:10, when students being picked up are dismissed. At that time, parents will be instructed to proceed slowly around the building. It is critically important that parents proceed slowly around the building. Each family will need to create a dashboard sign on which the student's last name will be printed in large black letters. This needs to be placed on the driver's side dashboard for the staff to see. If a child is not ready for pickup when the parent gets to the front of the line, the parent will have to exit the lot, re-enter and then wait on line.

Parents are strongly encouraged to have their children follow the same dismissal routine everyday. This will ensure that children will not be in the wrong dismissal location.

Central Middle School
Drop Off & Pick Up Procedures
2008-2009 School Year

Additional traffic is expected during arrival and dismissal this year and accordingly new procedures for student drop off and pick up have been put in place.

Morning drop off takes place between 7:40 and 8:10 A.M. Drop off procedures are the same as previous years. Students may be dropped off in front of Central School on either side of the street. Students dropped off on the northbound side of Central Avenue should proceed to the crosswalk to be crossed by the crossing guard. There is no parking in front of the school from 7:30 A.M. until 8:15 A.M. and from 2:30 P.M. until 3:15 P.M.

Dismissal Procedures

Students who are walkers will be dismissed and walk off the campus as usual. A crossing guard will cross students at the corner of Central Ave.

Bus Riders - Students will be dismissed at 2:45 P.M. and proceed to their respective buses. Buses will park in the same place every day.

New procedures for pick up – Pick up will occur between 2:50-3:05 P.M. Parents will pull into the small parking lot to the right of the school and proceed around the building slowly. They will stop at the sidewalk on the south facing side of the new gym. The students will get into their parents' cars at the side walk. Parents will exit the campus via the back of the parking lot taking North Ave. There is no parking on Central Avenue in front of the school during the time of dismissal. Cars will not be allowed to enter the main school parking lot from Central Avenue during dismissal.