

9/5/19

Dear Families,

We have learned that Brower Street will be closed longer than first expected, so we have worked with the City to come up with a better arrangement for drop-off and pick-up starting 9/5 and for the remainder of the school year. Please review these procedures with your students and everyone who helps with drop-off or pick-up. As excited as we are about the progress of the construction and as inconvenienced as we might be by the changes, SAFETY is our first priority.

ARRIVAL:

Students who are arriving **by walking or biking** should cross on to the elementary property at the crosswalk at the intersection of Lake and Brower Streets. There will be a staff person on duty every morning from 7:45-8:05 at this location. No students should cross Brower Street any other location. Walkers and bikers use the northwest entrance (by Mrs. Blankenship's room).

Students who are arriving **by car** should be dropped off using the east lane of Brower Street. All cars must travel from south to north on Brower Street from the corner of Main to the corner of Lake Street as shown on the map. Students are to exit vehicles only as they stop at the end of the sidewalk. Please be sure your child is ready to leave the vehicle as quickly as possible, and please allow ample time for drop-off as this will take more time than it did previously. **No cars** are allowed to park on either side of Brower Street between Lake and Main Streets, and **no cars** are allowed to use the bus loading zone on the north side of the building. If you need to come in to the building with your student, please park on a side street. Car riders use the northwest entrance (by Mrs. Blankenship's room).

Students who arrive **by bus** will be delivered at the north side of the building, and they will enter using the northeast door (by Mrs. Green's room).

DISMISSAL:

Students who are leaving **by walking/biking** should exit the northwest door, go down the sidewalk, and stop at the end of the sidewalk, tell the person on duty where they are going, and wait to be told to go.

Students who are being **picked up by a parent or other adult** should exit the northwest door, go down the sidewalk, and stop at the end of the sidewalk, tell the person on duty where they are going, and wait to be told to go. Drivers should form a line in the east lane of Brower. Students will be sent to cars as they get close enough and are identified. **No cars** are allowed to park on either side of Brower Street between lake and Main Streets. Parents are asked not to park and get out of their cars to pick up their children as it becomes very difficult to keep track of where kids are going.

Students who are leaving **by bus** will exit the northeast door and load according to the schedule. No cars should be parked in the bus lane after 2:45 pm.

VISITING

If you need to visit the elementary during the day, please park on a side street and come to the northwest door. There is a buzzer and camera there for your entry. No visitors should use the northeast door.

Sincerely,

DROP-OFF AND PICK-UP PROCEDURES
beginning 9/3/19

