

Dear Parents:

Below are the afternoon pickup procedures this year. We hope that this will make pick-up safer for our children and more efficient for our parents. Please see the back side of this letter for a map of the flow of traffic.

Here are the features of our new procedure:

- You may at any time park in either parking lot if there is a need.
- You can enter only through the north entrance off of White Station.
- Entry onto campus must be a right turn only. No left turns from White Station.
- The south White Station drive and the Shady Grove driveway will become exits only from 2:30 – 3:15 PM.
- PreK and JK parents must park and come in to sign out their children at 2:30 PM.
- Kindergarten dismissal will now be at 2:50 PM.
- Grades 1-8 dismissal will all be at 3:00 PM.
- 7<sup>th</sup>-8<sup>th</sup> grade students will return to their homeroom at the end of the day before dismissal under the breezeway.
- Students will wait by family at a designated number.
- All pickup locations for students in grades 1-6 will be behind the school.
- Teachers will be stationed at each location to help with pickup. Parents must have the last name of the student clearly located in their passenger side windshield. You will be given one sign with the family last name, please make more as needed.
- First through sixth grade students who walk home will report to Mrs. Wynne between the school and church at dismissal before being allowed to leave campus.
- Seventh and eighth grade students who walk home will report to Mrs. O'Reilly between the school and church at dismissal before being allowed to leave campus.
- Students who walk home and need to cross either White Station or Shady Grove MUST cross at the intersection with the crossing guard.
- All students who walk home must turn in a signed walker form from his/her parents giving permission to walk home. Please provide this form to the student's homeroom teacher and to the office.
- It is important to keep the flow of traffic moving at all times.

Sincerely,

Mrs. Teddi Niedzwiedz

