

ADDISON ELEMENTARY SCHOOL

DROP-OFF / PICK-UP PROCEDURES

Safety and efficiency in and around Addison Elementary School continue to be the primary points of emphasis in the dropping-off and picking-up of students here at our school. Below are some guidelines to follow for both the AM's and the PM's, with regards to your child's safe arrival and departure from school:

DROPPING-OFF STUDENTS – AM

- Doors open for students at 8:25 AM. Please time your arrival at school accordingly.
- Please drive slowly and cautiously as you enter the school property.
- Make sure your child has his/her belongings “ready-to-go” so you can drop-off quickly.
- As you approach the drop-off area, **please pull forward as far as you can.** This ensures multiple vehicles can drop off at the same time.
- Please have your child exit the vehicle on the **passenger/curbside only.** This is for your child's safety. Do not drop-off your child from the middle of the roadway.
- Please check your blind spot and pull away from the curb slowly and cautiously to exit the school property.
- If your child needs assistance, you will need to park and assist your child across the parking lot to the sidewalk - this is especially important for 4K & 5K students.

****If you need to enter the building for any reason or unpack items from your car, please park your car in one of the parking stalls and enter the building.**

PICKING-UP STUDENTS – PM

- The school day ends at 3:30 PM for those students who are picked up. Please time your arrival accordingly.
- As you enter the parking lot, please have the **Name Card** placed in the driver's side windshield.
- Please drive cautiously as you enter the school property and approach the pick-up area.
- If your child is in 4K/5K and/or needs assistance buckling up, please park your car and retrieve your child from the pick-up staff.
- As you enter the pickup area please pay close attention to our staff directions to ensure a safe and efficient pickup. **Pull as far forward as you can and keep moving forward along the curb as space becomes available.** We can load multiple cars at a time from the curbside if everyone cooperates. Again, please have your child enter your vehicle on the passenger side only.

Upper Lot:	Lower Lot:
1st - 5th grade students Pick-up and Drop-off 4K AM Pick-Up 4K PM Drop Off	5K students Pick-up and Drop-off 4K AM Drop-off 4K PM Pick-up
Siblings of 4K/5K Students will report downstairs to be picked up with the youngest sibling.	

The congestion is temporary - - safety and courtesy are paramount -- please be patient!
 Thank you in advance for your support and cooperation! Please review the other side for a map of the parking area.

Sincerely: Joel T. Dziejczak, Principal

