



Please read all pick up and drop off instructions carefully and follow the directions that are specific to your children/grade levels.

#### TRAFFIC FLOW into the Main Parking Lot:

When entering the parking lot (Lot A), all cars must take Southland Ave. from the North, to Josslyn St. and enter the parking lot from Josslyn St. All cars entering the elementary/middle school drop off lot should turn right into the parking lot. (see the map below)

\*\*\*\*When we have lines of cars trying to turn left into the parking lot, it causes extra congestion, backup and high school students can't get into their parking lot.\*\*\*\*

Cars will exit onto Sawyer St. **Exiting will be RIGHT TURN ONLY.**

#### NOTES:

- We highly recommend you take advantage of the large window of time for pickup and drop off. If everyone comes at the very end of the morning drop off time or the very beginning of the pick up window there will be a lot of congestion. (Times are listed below.)
- Circle drive will ONLY be used for event parking during the day and in some cases for pick up - see specifics below. **THE DOORS AT CIRCLE DRIVE WILL NOT BE UNLOCKED/OPEN IN THE MORNING FOR DROP OFF.**

## **DROP OFF:**

### Elementary Students Using Before School Care:

- Take Southland Ave. to Josslyn St. and enter the parking lot from Josslyn St. Proceed to the Elementary/Middle School entrance. Parents should drop off under the overhang.
- Enter through Door #1
- Go directly to the Multi-purpose Room.
- BSC is available to 4K-4th graders from 6:45-7:30. Fees apply to all students in the building before 7:30.
- Students will be released to their classrooms at 7:30.

### Middle/High School Students Arriving before 7:30

- Students should enter through the High School doors located off of Josslyn St., Door #12.
- Students should go directly to the Commons.
- Students will be released to their classrooms at 7:30.

### Elementary/Middle School Students Arriving Between 7:30-7:50

- Enter the parking lot from Josslyn St. and proceed to the Elementary/Middle School entrance. Parents should drop off under the overhang.

\*\*\*\*Please form 2 lanes at drop off. See diagram below.

- Enter through Door #1.
- Students should go directly to their classrooms.
- [THE WALKING SCHOOL BUS!](#)

### High School Students and HS Students with Younger Siblings Arriving After 7:30

- If being dropped off, please enter the High School doors on Josslyn St. Older siblings, please walk elementary siblings to their classroom until they are comfortable with the route.

### High School Drivers

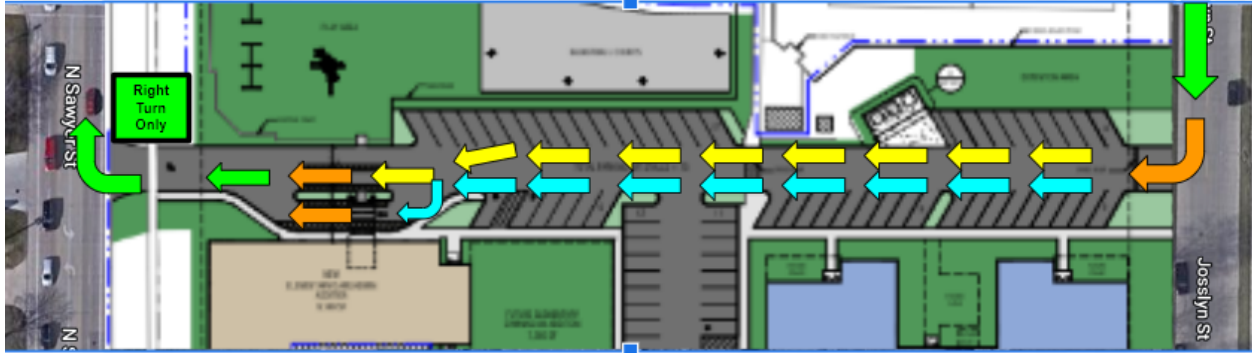
- Park in your assigned spot in the parking lot and enter through the High School doors on Josslyn St.
- Cross the street ONLY in the crosswalk.
- Please walk elementary siblings to their classroom until they are comfortable with the route.

## **PICK UP:**

### Families with ONLY Elementary School Students (4K-4th Grade)

- Your pickup window is from 2:50-3:05.

- Please have your Pikmykid tag attached to your driver's side visor. Please leave your visor down until you exit the parking lot. Pikmykid tags can be picked up at the Elementary Open House on August 21st.  
(The teacher on duty will use this to call your children to their pickup spot.)
- Take Southland Ave. to Josslyn St. and enter the parking lot from Josslyn St.
- A teacher will direct you into two lanes. Please stay in your lane unless directed otherwise.
- Teachers will help load students into vehicles.
- When it is safe to do so, the Crossing Guard Teacher will signal your lane to exit.
- YOU MAY ONLY EXIT WITH A RIGHT TURN ONTO SAWYER ST.



#### Families with Elementary Students AND Middle/High School Siblings

- Your pickup window is from 3:05-3:20.
- Please have your Pikmykid tag attached to your driver's side visor. Please leave your visor down until you exit the parking lot.  
(The teacher on duty will use this to call your children to their pickup spot.)
- Take Southland Ave. to Josslyn St. and enter the parking lot from Josslyn St.
- Please form two lanes when entering the parking lot.
- When it is safe to do so, the Crossing Guard Teacher will signal your lane to exit.
- YOU MAY ONLY EXIT WITH A RIGHT TURN ONTO SAWYER ST.

\*\*\*\*\*OLDER SIBLINGS MUST PICK UP THEIR ELEMENTARY SIBLING(S) FROM THE YOUNGEST SIBLING'S CLASSROOM.

#### Families with ONLY Middle or ONLY High School Students (5th-12th)

- Your pickup window begins at 3:05.
- You will pick up in Circle Drive.



### Families with High School Drivers

- If you have an elementary sibling/siblings, you will be required to pick them up from the youngest sibling's classroom
- Cross the street ONLY in the crosswalk.

### Medical/Appointment Pick Up Directions

If you need to pick your child up for an appointment during the day, please pick them up in their building level office.

- Elementary/Middle School students should get picked up in the front parking lot at Door #1. Parents should park and come to the office to sign out their student(s).
- High School students should get picked up from the high school office.

\*\*\*If you are picking up your elementary/middle school student for an appointment after 2:30 p.m., please use the circle drive. Once parked in the circle drive, please call the office, 920-235-4060, and we will walk your child out to you.

(If you use the front elementary/middle school parking lot, you will very likely get parked in by pick up traffic.)