

# Dropping-Off Students at the Start of the Day (8:50am-9:10am)

For those who do not use bus transportation, and who will drop their students off in the morning:

Enter from **CLARENDON ROAD** (not by the high school tennis courts).

Morning Arrival: **8:50-9:10am**. After 9:10am, students need to report and sign in at the Main Office.

## Clarendon Driveway #1: Park & Walk



- Park in visitor parking at the Clarendon Road end of the lot.
- Enter the school by the yellow, blue and red playground into the East Gym Lobby, **doors open at 8:50am**.
- Starting **September 11th**: You may not go with your child into the school hallways. Good-byes happen in the East Gym Lobby.

## Clarendon Driveway #2: Drive-Thru & Drop Off

- One way loop, enter at driveway #2 and form a single lane.
- Unlock your doors; look for Mr. Adams or Mr. Price; they will open your doors when it is safe.
- Children must exit on the **right/passenger side only**.
- Students then walk to the East Gym Lobby.



# Picking-Up Students at the End of the day (2:45pm-3:15pm)

Enter from **CLARENDON Driveway #1** and park in visitor parking. Walk to the East Gym Lobby entrance. Students will start coming down to the East Gym Lobby at **3:05pm**.

Students will come to you - you may not go to the classroom for pick-up.

All students must have a **registration card** filled out front and back.

Registration Card	
Pupil	Date
<i>Curtia Rachel</i>	<i>9-2-17</i>
Address	Teacher
<i>324 East Ave Albion 14411</i>	<i>A Sheehan</i>
Date of Birth	Phone #
<i>9-2-2007</i>	<i>585-589-2030</i>
Name of father/guardian	Address of father/guardian
<i>Tom Curtin</i>	<i>100 Main St. Batavia</i>
Daytime work phone number of father/guardian	Name of mother/guardian
<i>714-555-5555</i>	<i>Pam Smith</i>
Address of mother/guardian	Daytime work phone number of mother/guardian
<i>324 East Ave Albion</i>	<i>585-555-5555</i>

A child may be released from school only to those persons whose names appear below. PLEASE LIST EVERYONE (including parents, brothers, sisters) and their phone numbers who may pick your child up from school.

Name	Phone#
<i>Tom Curtin</i>	<i>714-555-5555</i>
<i>Pam Smith</i>	<i>585-555-5555</i>
<i>Judy Smith</i>	<i>315-555-5555</i>
<i>Elizabeth Curtin</i>	<i>714-777-7777</i>
<i>Karen Smith</i>	<i>714-522-2222</i>
<i>Jackie Curtin</i>	<i>714-333-3333</i>

**All students must be signed out at one of these two tables (see box at right.) The approved person picking students up will receive either a permanent or day pass authorizing the pick-up.**

Hand your **pass(es)** to the supervising adults, and the supervisor will release the student to you.

Please follow the exit sign out to the side south door, and **drive out the driveway onto Clarendon Road.**

**Any student still in the East Gym Lobby at 3:20pm will be sent home on their assigned school bus.**

**Table #1 - Permanent Pass:** This is for students who will be picked up every day. Fill out both sides of a registration card and a permanent pass. No note is required; we will automatically send the student down to the East Gym Lobby every day for pick up. Sign out your student, receive laminated pass to give to the dismissal staff. Send a note in or call if you need the student to ride the bus.

**Table # 2 – Paper Pass Sign-Out:** This is for those “every now and again” times when you pick your child up from school at the end of the day. If you have sent in a note, the registration card will be double-checked; you will sign the student out and receive a paper pass.