



McCormick Campus DROP-OFF AND DISMISSAL PROCEDURES: 2017-2018

Drop-Off Information

Supervised drop-off begins at 7:40am at the front of the school. On arriving, students should move directly to their locker areas to prepare for the school day. We strongly recommended that students arrive no later than 7:50am so as to give them time to greet each other and to organize materials for their first classes. The first class begins promptly at 8:00am.

As a courtesy to parents, 5th-8th Grade students may be dropped off as early as 7:30am and will be supervised in morning extended care without charge; these students will then be released to their locker areas at 7:40am. Supervision is not available earlier than 7:30am. To ensure their safety and well-being, please do not drop students off before that time.

All students who arrive after 8:00am must check in at the Office to receive an admit slip before attending class.

PLEASE NOTE: for the safety of our students, the roadway between the loop and McCormick Hall is designated a **pedestrian zone between the hours of 7:40am and 4:00pm**. Access will be blocked to prevent entry. Please do not attempt to drop off or pick up students in front of McCormick Hall or the 5th/6th Grade Suite between these hours.

Drop-Off Procedure

Please consult the Dismissal Map and carefully follow these procedures to ensure a safe and efficient morning drop-off with a minimum of traffic delays:

1. Enter the campus at the access road entrance – reached by turning onto Collier Commons at the light.

PLEASE NOTE: for the safety of our students, the campus speed limit is 5mph.

 - a. During morning drop-off, vehicles **southbound** on Collier Parkway may turn right *at the cut-off past the school entrance* and then turn right onto the one-way path around the loop. **There can be no turns onto the loop from the school entry on Collier Parkway entrance.**
 - b. Vehicles **northbound** on Collier Parkway may **not** turn left across the southbound lane to enter at the Collier Parkway entrance.
2. Carefully follow the one-way path around the two-lane loop toward the front of the Upper Division Building.
 - a. The **right lane** is for **drop-offs and pick-ups**.
 - b. The **left lane** is a **through lane**.
3. Pull as far forward as possible, up to the white line in the road past the Upper Division.

4. Please follow the instructions of school personnel who are supervising the drop-off.
5. Students must exit their vehicles from the curb-side only.
6. Carefully pull away after your child has reached the sidewalk with all of his or her materials, moving into the through lane when there is a safe opening.
7. Please exit the campus only via the access road, *not* Collier Parkway.
8. All children must be accompanied through the parking lot at both drop-off and dismissal. If you choose to walk your child to the front doors or to pick your child up by walking to the front of the school, please park your car.
9. Please do not leave your car unattended in the line for any reason.
10. **PLEASE NOTE:** we ask that you **refrain from using cell phones** while in the car line because it creates an unsafe environment for students during such a busy time.

Dismissal Information

At 3:15pm, students are dismissed for pick-up from the front of the Upper Division Building. Please inform the Office in writing of any regular car pools *and* of any changes to your car pool any time they occur. Students will only be released to individuals listed on the registration forms, listed on the emergency information records, or otherwise specifically identified to the school in writing or by telephone. Such individuals may be required to present a photo identification card.

By 3:30pm each day, all Middle Division students must be in a supervised school activity, in afternoon extended care, or have been picked up. Students are responsible for notifying their parents of their whereabouts when they are involved in any after-school activity. Middle Division students who have not been picked up by 3:30pm must move directly to the supervision of the afternoon extended care program, for which parents will be billed at the drop-in rate.

PLEASE NOTE: for the safety of our students, the roadway between the loop and McCormick Hall is designated a **pedestrian zone between the hours of 7:40am and 4:00pm**. The gate will be closed to prevent entry. Please do not attempt to drop off or pick up students in front of McCormick Hall or the 5th/6th Grade Suite between these hours.

Dismissal Procedure

Please consult the attached map and carefully follow these procedures to ensure a safe and efficient afternoon dismissal with a minimum of traffic delays:

1. Please plan on arriving **between 3:15pm and 3:25pm**. (Students are not released until 3:15pm and do not reach the dismissal area for a few minutes after that.) This will ease the congestion caused by early arrivals stacking up the pick-up area.
2. Enter the campus at the access road *only* – reached by turning onto Collier Commons at the light – *not* the Collier Parkway entrance. (The Collier Parkway entrance will be blocked off with cones.)
PLEASE NOTE: for the safety of our students, the campus speed limit is 5mph.
3. **Please ensure that the name card issued by the school is prominently displayed on your dashboard.**

4. As you pass the bank and approach the campus, please be sure to keep to the right of the cones that separate the entrance lane and the exit lane.
5. Past the entrance on to campus, *both* of the lanes fronting Collier Parkway will be used to stack cars for pick-up.
 - a. A member of our Facilities crew will be at the entrance to guide incoming vehicles as they alternate into these two lanes.
 - b. Another member of our Facilities crew will be at the end of the straightaway to help vehicles alternate back into the single-file, rightmost pick-up lane.
 - c. We would greatly appreciate your patience and courtesy toward your fellow parents and to the members of our Facilities crew as we navigate this process.
6. Once back in the rightmost lane and past the curve, please carefully follow the one-way path around the two-lane loop toward the front of the Upper Division Building.
 - a. The **right lane** is for **drop-offs and pick-ups**.
 - b. The **left lane** is a **through lane**.
7. Pull as far forward as possible, up to the white line in the road past the Upper Division.
8. A member of the faculty or administration will then direct your child to you.
9. Should your child not have arrived at his or her dismissal waiting area in a timely manner, you may be asked to go around the loop again or may be asked to park until he or she arrives.
10. Carefully pull away after your child is safely inside your vehicle and wearing his or her seatbelt, moving into the through lane when there is a safe opening.
11. Please exit the campus only via the access road, to the right of the cones, *not* Collier Parkway. As you exit campus at this entrance/exit point, **please bear as far to the right as possible** so as to maintain two full lanes, one in each direction.
12. All children must be accompanied through the parking lot at both drop-off and dismissal. If you choose to walk your child to the front doors or pick your child up by walking to the front of the school, please park your car.
13. Please do not leave your car unattended in the line for any reason.
14. **PLEASE NOTE:** we ask that you **refrain from using cell phones** while in the car line because it creates an unsafe environment for students during such a busy time.

Please ensure that anyone who will be dropping off or picking up your child has a copy of these procedures, including the map and name card, and is thoroughly acquainted with them before they arrive on campus.

Thank you for your patience and for your attention to these procedures. They will help ensure a safe and efficient drop-off and dismissal each day for our students, faculty, and staff.