

## **McCormick Campus Arrival and Dismissal**

ARRIVAL INFORMATION: Supervised drop-off begins at 7:00am 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. **PLEASE NOTE: *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 a student 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 7:30am and 3:15pm**. 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.

ARRIVAL PROCEDURE: Please consult the Arrival Map on our website 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 Preakness Blvd. at the light. **PLEASE NOTE: For the safety of our students, the campus speed limit is 10mph.**
  - 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.
  - c. When entering through Preakness, please stop at the stop sign by the cut-off before school entrance. Cars heading southbound on Collier Parkway may be entering here.
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**.
  - 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. Please do not leave your car unattended in the line for any reason.
9. **Please do not cut through the parking lot when dropping off students.**
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 their designated pick-up areas. 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.

Students are released for dismissal directly from their dismissal areas as their names are called when their parents arrive in the McCormick Campus Loop. Students are responsible for notifying their parents of their whereabouts when they are involved in any after-school activity.

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. 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.

DISMISSAL PROCEDURE: Please consult the Dismissal Map on our website and carefully follow these procedures to ensure a safe and efficient afternoon dismissal with a minimum of traffic delays:

1. 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 10 mph.**
2. Please ensure that the name card issued by the school is prominently displayed on your dashboard.
3. When cars arrive on McCormick Campus for pick-up, we direct you to split into a Middle Division lane (the left lane) and an Upper Division lane (the right lane). If you have more than one child, your family's pick-up will be with the younger child. **Please do not park at one of the neighboring businesses and ask your child to walk to you.**

4. Please stay in your lane and proceed past “The Castle” (the flagpole in front of the UD building) to the stop sign, **where you will be held** until the traffic director allows you to proceed.
  - a. 10-15 Middle Division cars at a time will be directed to make a right turn to proceed through the McCormick Hall driveway. Middle Division students will now be picked up in front of McCormick Hall and the 5th/6th Grade Suite.
  - b. After the first group of MD cars has made the turn toward McCormick Hall, the remaining MD cars will wait in the front loop (at the bend) until they are directed to proceed (via the “thru-lane”) to the McCormick Hall pick-up areas. This will keep the “thru-lane” open for UD cars to depart after their student is in the car.
  - c. Upper Division vehicles will pick Upper Division students up where they have for years -- in front of the Gym and the Upper Division building. They will then exit by using the “thru-lane” when it is open.
7. 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 pull over into the waiting area by the 5th/6th Grade suite until your child arrives.
8. 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.
9. 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.
10. Please do not leave your car unattended in the line for any reason.
11. **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.**