

# IMPORTANT MESSAGE

## **Mary F. Janvier Elementary School Picking Up and Dropping Off Students**

Under normal circumstances, we discourage the practice of picking up or dropping off students at school. However, we realize that it is sometimes necessary due to emergency situations. Should these occasions arise, please follow the procedures outlined below:

### **Pick – Ups**

1. Send a note in to your child's teacher that morning.
2. Call the school to verify the school's receipt of the note (Students often misplace items). The teacher will send your child to the Main Office at the end of the school day to await your arrival.
3. Park in the side parking lot (Coles Mill Road entrance) and enter the building thru the Main Entrance (Pennsylvania Avenue). Please arrive before 1:40 (we are on a shortened day schedule).
4. Sign your child out in the Parent / Guardian Sign – Out Book. All children must be signed out. **ID IS REQUIRED TO SIGN YOUR CHILD OUT OF SCHOOL. NO CHILDREN CAN BE PICKED – UP AT THE BUSES.**

### **Drop – Offs**

1. Vehicles are not to enter the front driveway when buses are present.
2. Students must be supervised at all times until the building is open and the teaching staff is on duty.
3. Teaching and secretarial staff cannot accept students until 9:12 AM.
4. Children arriving late to school must report directly to the Main Office where a parent / guardian is required to sign the child in. The school's secretary will then direct the child to their classroom.

### **General Reminder**

The Pennsylvania Avenue parking lot is restricted to reserved parking and bus parking only. It is not for pick – ups and drop – offs. Please use the side parking lot for all pick – ups and drop – offs.