

IMPORTANT MESSAGE

MARY F. JANVIER SCHOOL

PICKING UP OR 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 the teacher that morning.
2. Call to verify our receipt of the letter. (Students often misplace items.) The teacher will send the child to the office at the end of the day to await your arrival.
3. Park at the main parking lot (Coles Mill Road entrance) and enter the building thru the Main entrance (Pennsylvania Avenue). Please arrive before **3:45 PM** for students.
4. Sign child out in Parent/Guardian Sign-Out Book. All children must be signed out. **ID REQUIRED**. NO CHILDREN CAN BE PICKED UP AT THE BUSES.

DROP – OFFS

1. Students must be supervised at all times until the building is open and teaching staff is on duty.

Teaching and secretarial staff can not accept students until 9:12 AM.

2. Any children arriving to school late must first go to the Main Office. (Parent must sign them in) The secretary will then direct him/her to the classroom.

- **VEHICLES CAN NOT ENTER THE FRONT DRIVEWAY WHEN BUSES ARE PRESENT.**
- **The Pennsylvania Avenue parking area is restricted to reserve parking and bus parking only. IT IS NOT FOR PICK-UPS OR DROP-OFFS. PLEASE USE SIDE PARKING LOT FOR ALL PICK-UPS AND DROP-OFFS. THANK YOU.**