

Mary F. Janvier School

Student Pick Up and Drop Off Information

The practice of having your child ride the school bus to and from school is encouraged. It is recognized that parents/guardians may choose to drive their child to and/or from school or a specific situation may result in the need for a parent/guardian to either drive their child to and/or from school. Please review the procedure listed below to assist our school in the safe and efficient management of student drop-offs and pick-ups.

Drop Off Instructions

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

***TEACHING AND SECRETARIAL STAFF CANNOT ACCEPT STUDENTS UNTIL 9:12 AM**

2. Any children arriving at school late must first go to the Main Office. Parents must sign them in. The secretary will direct the child to their classroom.

Pick Up Instructions

1. Send in a **note to the teacher that morning.**
2. **Call the main office to verify** receipt of the note as the students often misplace them. 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 go to the Main Entrance(Pennsylvania Avenue). **Please arrive before 3:40 PM.**
4. Sign out in the Parent/Guardian Sign-out Book. All children must be signed out. **PHOTO ID IS REQUIRED.** Children **CANNOT** be picked up from their bus at school dismissal.

Please Note:

- Vehicles are **NOT** permitted to enter the front driveway when buses are present
- **The Front Parking Lot is restricted.** It is not for AM/PM Drop-Offs and Pick-Ups. Please park in the side parking lot for regular AM/PM Pick-ups and Drop-offs.