

September 8th, 2020

Dear Parents,

Let us begin by apologizing for any inconvenience that might have come as a result of our new arrival and dismissal procedures. We understand the impact this had on your time and schedules; please know that our intentions are for both a swift procedure and to maintain the safety and integrity of our student cohorts. We did not anticipate the large increase in car riders this year and its effects on our proposed arrival and dismissal plan. After further discussion we will be implementing the following plan starting tomorrow, September 9th, in hopes of alleviating the ill effects of today's process.

In order to accommodate the large number of car drop offs and pick ups, we will be utilizing the large lot off of Suffolk Lane exclusively for cars. All bus drop offs and pick ups have been moved to the smaller lot behind the middle school entrance off of Harrison Avenue.

If you will be dropping your student off tomorrow morning we ask that you enter the large lot using the second entrance off of Suffolk Lane. As shown in the diagram following this letter, students will be dropped off along the curb of the auditorium and may proceed to their assigned entrances. We do ask that students be ready to exit their vehicle as quickly as possible to ensure a swift process. All car drop offs will then leave using the Suffolk Lane exit of the large lot, on the right hand side.

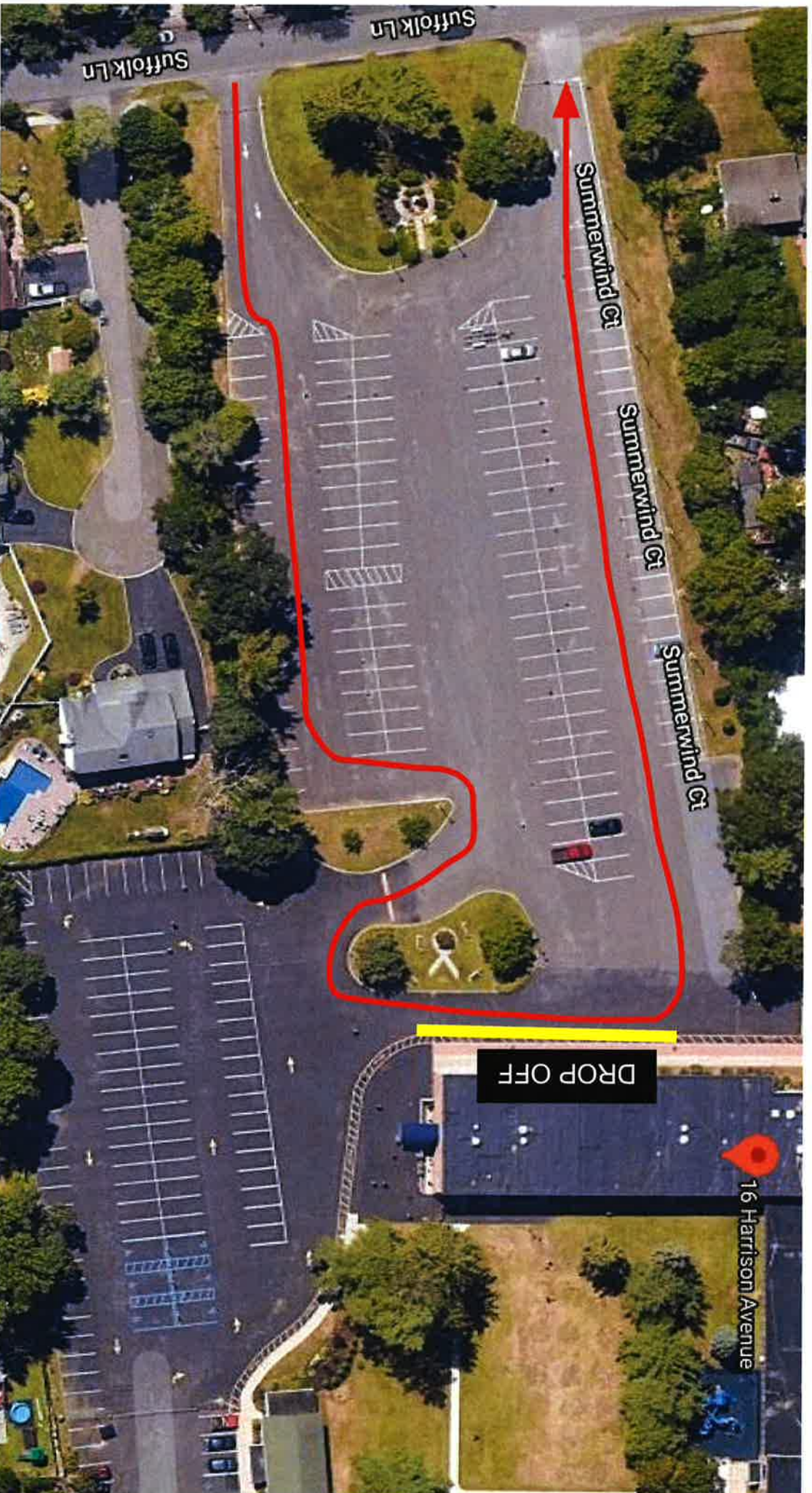
For student pick up at the end of the day we ask that all parents once again park in the row assigned to their youngest child's grade level. If you have only one child proceed to the row assigned to that grade level. All cars must enter the large lot from Suffolk Lane using the second entrance and must park facing out to speed up the exiting process. Please note that the rows have been slightly changed, all must confirm your appropriate row before arriving tomorrow. We also ask that all cars once again come with a sign stating the last name of your student(s). We are confident that this process will be faster due to the alleviation of street congestion and long waiting lines as we removed the bus dismissal from this shared lot.

Although buses and cars are now utilizing separate lots, please note that car riders will *not* dismiss tomorrow until *at least* 12:10 PM after all bus riders have been brought to their buses safely. The car lot will be open 30 minutes prior to the end of the school day for all parents to arrive and await their student(s) dismissal. This lot will be opened at 11:40 AM for the remainder of this week and at 1:40 PM on normal dismissal days. All cars must be in their assigned row by 12:10 PM tomorrow and by 2:10 PM on normal dismissal days as the lot will be closed and no new cars may enter. This is to ensure that students can safely walk to their vehicles without thru traffic. If you arrive after the closing of the gate you will have to legally park on Suffolk Lane until we reopen the gate. Cars will be dismissed when *all* students have gotten safely in their vehicles and a signal is given at the top of each row. We deeply appreciate your understanding and cooperation as we fine-tune these procedures for the safety of all of our students.



Laura McMahon
Principal

New Drop Off Procedure as of September 9th, 2020



New Pick Up Procedure as of September 9th, 2020

