

DROP-OFF AND PICK UP DIRECTIONS FOR PROVIDENCE HALL ELEMENTARY SCHOOL

PLEASE READ CAREFULLY AND REFER TO MAP ON THE BACK PRIOR TO SCHOOL STARTING

SCHEDULE: SCHOOL GATE BY KINDERGARTEN OPENS AT 7:30AM
SCHOOL STARTS AT 8:00AM - TARDY AFTER 8:00AM
SCHOOL ALL GRADES: M- TH END AT 2:55 PM AND FRIDAY AT 1:35 PM

KINDERGARTEN: AM CLASSES END AT 11:00 am/ PM CLASSES START AT 12:00pm

1. There are two lanes provided for Pick-up and Drop-off.
2. LANE 1 goes to the front of the school and is the lane to be used for all kindergarten parents/families.
3. LANE 1 AND 2 are used by grades 1-5 parents/families.
4. LANE 2 turns into the parking lot.
5. Since faculty and staff will be trying to park in the morning, it is best to use Lane 1 for drop-off. If you use Lane 2, pull forward behind parked cars and do not block open parking spots.
6. LANE 1 : Move car completely forward following signs and school personnel directions. This keeps the traffic moving and moves you to a safe place to unload children.
7. DO NOT UNLOAD UNTIL AT THE FRONT OF THE LINE AS THIS HOLDS UP TRAFFIC AND PREVENTS CARS MOVING IN FROM THE STREET ENTRANCE.
8. UNLOAD CHILDREN ON THE SIDEWALK SIDE OF THE CAR, NOT IN THE STREET.
9. LANE 1: AFTER SCHOOL - cars turning in from the West will turn into this lane for Pick-up.
LANE 2: AFTER SCHOOL - Cars from the East will turn in and use this lane for Pick-up.
PLEASE STAY IN YOUR PROPER LANE. Staff will make sure your children get to you car safely.
10. PUT NAME OF CHILDREN ON A CARD AND PLACE IN RIGHT FRONT WINDOW OF YOUR CAR SO STAFF CAN CALL YOUR CHILD TO COME OUT FOR PICK UP AFTER SCHOOL or HANG TAGS GIVEN OUT AT BACK TO SCHOOL NIGHT.
Please do not assume we know your car or name. Be respectful to all staff and personnel working the lanes. They are there for your child's safety and to keep the lanes moving while providing a safe pick-up and/or Drop-off for your family.
11. WATCH FOR CHILDREN AT ALL TIMES!
12. ENTER, EXIT AND DRIVE SLOWLY through all areas. If teen drivers are picking up or dropping off, please review these expectations with them.
13. Jr. and Sr. high students should wait only on the west grass area by the Family and Student wait sign. They cannot come into the building to get students. They need to meet their car at the appropriate lane, using the appropriate crosswalks. They need to follow safety procedures and not cross lanes or go in front of vehicles to get to their pick up vehicle.
- 14) Please know the Elementary School reserves the right to ask students to leave the premises if they do not follow the proper procedures or fail to display respect to school faculty or staff assisting with carpool.

THE FIRST OF SCHOOL WE HAVE NEW FAMILIES THAT ARE LEARNING THE ROUTINE AND REMEMBER,
AFTER SCHOOL CARPOOL LASTS ONLY A DAILY AVERAGE OF ABOUT 10-15 MINUTES!

THANK YOU FOR YOUR PATIENCE AND HELP TO KEEP OUR KIDS SAFE!!