

---

## NEW CAR DROP-OFF/PICK-UP PROCEDURE

---

TO: POLLARD SCHOOL PARENTS & GUARDIANS  
FROM: MICHELLE AUGER, PRINCIPAL  
SUBJECT: NEW ARRIVAL/DISMISSAL PROCEDURES  
DATE: SEPTEMBER 23, 2016



## NEW CAR DROP-OFF/PICK-UP PROCEDURE STARTING MONDAY, OCTOBER 3<sup>RD</sup>

**Beginning of day drop-off and end of day pick-up will be as follows:** Vehicles will enter the church entrance on Main Street and drive along the back of the school along the fire access road. Vehicles will stop and line up beginning near the dumpsters.

**Important CHANGES TO REMEMBER:**

1. Vehicles should not enter the new drop-off/pick-up area before 8:05 in the AM or before 2:50 in the PM. There will be a gate near the playground area that will not open until 8AM each morning and at 2:50 each afternoon. Vehicles coming too early will be directed to drive around the Town Hall. They will not be allowed to wait in the church parking lot.
2. In the event the car line extends all the way back to the church entrance, cars will need to drive around the Town Hall; they will not be allowed to wait along the road.
3. When in line, **vehicles MUST be turned off** and **drivers MUST stay inside their cars** at all times as the car line will be next to many classrooms. Vehicle exhaust and pedestrian activity along these classrooms will distract students from their important school work.
4. Vehicles leaving the new drop-off/Pick-up area will only be allowed to **turn RIGHT onto Main Street** (South) (8-8:45AM and 3-3:30PM).
5. As an added precaution, students will not be allowed out on the playground or field area after 2:45PM.
6. PLEASE COMMUNICATE THIS CHANGE TO ANY ADULT THAT COULD BE PICKING UP OR DROPPING OFF YOUR CHILD.

**\*Mid-day PreK/K pick-up at 11:10 AM and 12:40 drop off of K will continue to follow the current plan as recess will be in session during these times.**

## NEW CAR DROP-OFF/PICK-UP PROCEDURE STARTING MONDAY, OCTOBER 3<sup>RD</sup>

SEE MAP ON BACK SIDE FOR A VISUAL OF THE NEW LINE-UP.



# NEW CAR DROP-OFF/PICK-UP PROCEDURE STARTING MONDAY, OCTOBER 3<sup>RD</sup>

