



## Benton Drop Off and Pick Up Procedure

Parents/Guardians,

Children who are driven to school by parents should be dropped off at the front doors on East Vernon Street. **To keep traffic running smoothly, please do not park in the drop off line. We also ask that you avoid bus loading and pick up zones on the west side of Benton on Elm Street.** If you would like to walk your student up to the front door, please feel free to park in a designated parking spot and then do so.

You may begin bringing your student to school at 7:30 a.m. After **7:58** a.m. student(s) are considered tardy and **an adult must come in with them through the front door so that they may be signed in.** Please make every effort to have your children here on time as it disrupts their morning routines and instructional time when they arrive after the tardy bell.

At dismissal time, students being picked up will be dismissed from the front doors with staff supervision. Students will be escorted to the waiting parent vehicles on East Vernon Street. **We request that parents remain in the vehicles to pick up your child at the end of the day.**

Please be patient with us as we learn your vehicles and parent faces. Have your **BLUE** pick up sign in your windshield to help speed up the process. The goal is for drop off/pick up to go smoothly, quickly, and safely. We always want to keep the safety of your child in mind as our most important task. If you have any questions, please contact me at 448-2070.

Sincerely,

Ashley Wolfe, Ed.S.  
Benton Elementary Principal  
Gina Naas, Ed.S.  
Assistant Principal