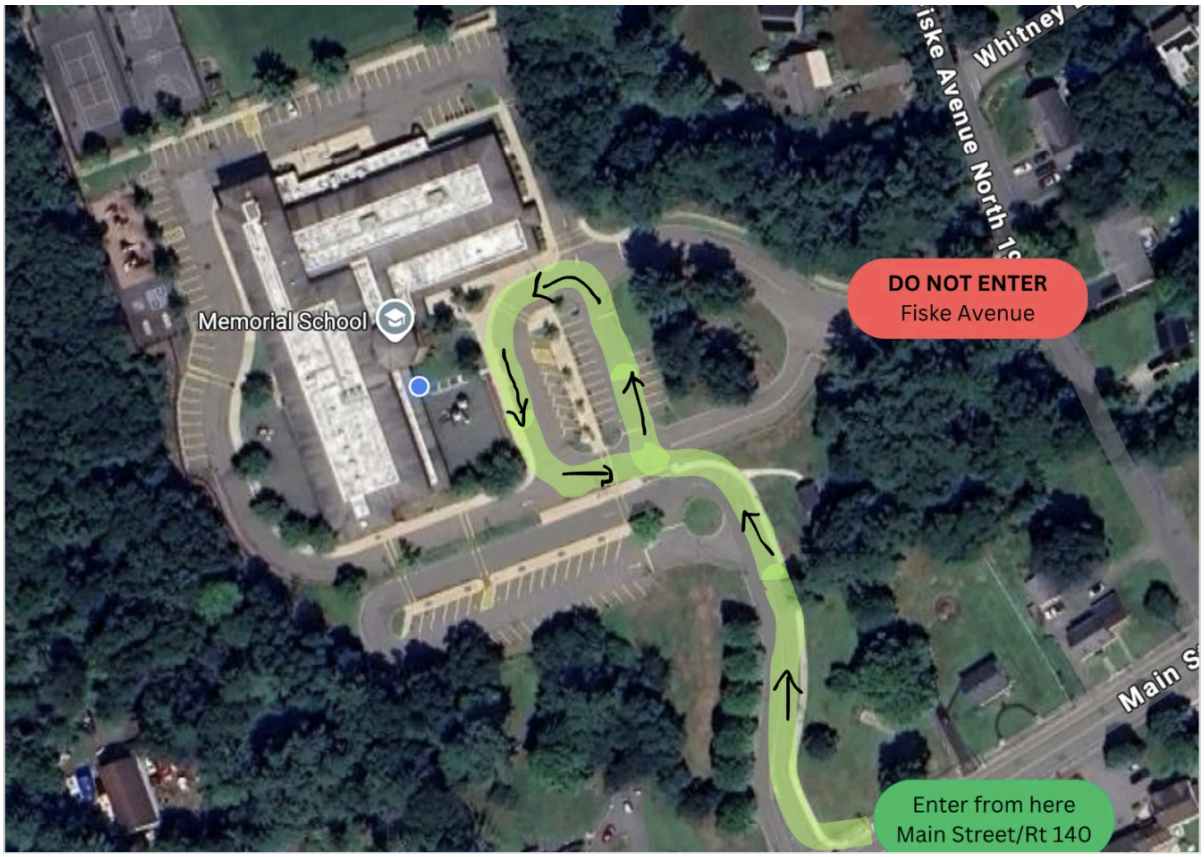
ARRIVAL AND DISMISSAL PROCEDURES



Parent Drop Off

1. Do not enter the parking lot or driveway until after 8:30am per the Upton police and fire departments.
2. Drop off begins each day at 8:45am. You will **enter from the Main Street/Route 140** driveway, and loop up to the front door of the school building to let your child off at the sidewalk along the front of the school. ***Do not enter the school campus from Fiske Avenue.*** That is for busses only from 8:45am-9:15am and again from 2:45pm-3:30pm
3. Please remain in your car and in line. **Do not pass other vehicles in the drop off line.** Allow your child to exit the vehicle themselves.

4. Please be sure your child is exiting from the rear passenger side of the car. If you have an infant car seat, please move it to the middle or behind the driver. For safety reasons, ***children may not exit on the driver's side.***
5. Please work with your young children to begin teaching them to buckle and unbuckle themselves
6. ***Please be sure anyone picking up or dropping off your child is aware of the route. Our driveway is very confusing!***

Parent Pick Up

1. Do not enter the parking lot or driveway until after 3:00pm per the Upton police and fire departments.
2. Pick up begins at 3:15pm, and you will follow the same route to pick up your children as you did for drop off.
3. You will remain in your car, in the line. **Do not pass other vehicles in the pick up line.**
4. Please hang a sign from your rearview mirror with your child's first and last name clearly visible.
5. Your child will come to your car from the cafeteria and out the front door of the school.
6. Your child MUST enter your car from the rear passenger side, NOT the driver's side.
7. You will exit towards the 140 driveway. Stay in the line and do not pass any car.

BUS ARRIVAL AND DISMISSAL PROCEDURES

1. Please be out at your bus stop at least 5 minutes before the scheduled arrival time of the bus.
2. If your child is in 4th grade, you may opt to allow them to get off the bus without an adult. Please complete the form from the office so that we have a record of this permission.
3. If your child is in grades K-3, they MUST have an adult that can get them off the bus in the afternoon. You must be out at the bus stop where the driver can see you. If you are not outside, your child will be returned to Memorial and you will need to pick them up from the school.
4. Be sure that your child is aware of any changes in dismissal before you send them to school when possible. This reduces the chances that your child mistakenly goes home the wrong way.
5. Safety is our number one priority for our bus riders. We ask that you review expectations with your child at home so that we are not in a situation where safety is compromised. Our biggest expectations are:
    a. Remain seated, facing forward at all times.
    b. Use an inside voice on the bus.
    c. Keep food and drink inside your backpack for the entire bus ride.
    d. Toys should remain in backpacks.
    e. Students should use kind words and actions towards others.

Walkers

1. Walkers may arrive any time after 8:45am until 9:00am. They may be walked right up to the front door.
2. In the afternoon, walkers will be dismissed with parent pick up once the car line has dwindled. We will dismiss them to you. This will be at approximately 3:25pm. Please wait on the sidewalk by the front door and your child will come to you.
3. Parents should not park and then dismiss your child as a walker. If you arrive in a car, you will be directed to go through the pick up line.