Center Drop off and pick up procedures:

Morning Drop Off

Buses:

Students arriving by bus will go around the school and exit at the Cafe pathway or Kindergarten door entrance. They will be supported by staff at all locations.

Parent Drop Off: Cars

All parents will drive into our parking lot and follow the flow of traffic, taking a right-hand turn into the upper lot or lane access, just past the upper lot on the right. (signs will be posted for the opening). All cars should pull up, while waiting for staff to approach the vehicle. Once all cars are empty, we will move traffic along. **Please DO NOT pass cars while in the drop off lane.**

Parent Drop Off: Walkers

Parents should use sidewalks to walk students down to the main walkway. Students will then be directed to the Kindergarten door or front entrance.

Dismissal Procedures:

Returning Families- Please use last year's number & we will send new numbers home during the first week of school.

Visual Diagrams: Main Entrance (A), School, Side Entrance (B)

Main Entrance Driveway Labeled A (general access throughout day)

Side Entrance Driveway Labeled B (for cars)

- **Cars enter ONLY at Dismissal; Cars drive behind the school up to the marked area**

Please note- Cars should not park in any lots at Center School for dismissal. It will impede our process. Drivers should also make sure to not block crosswalks on Billerica Road and on school grounds.

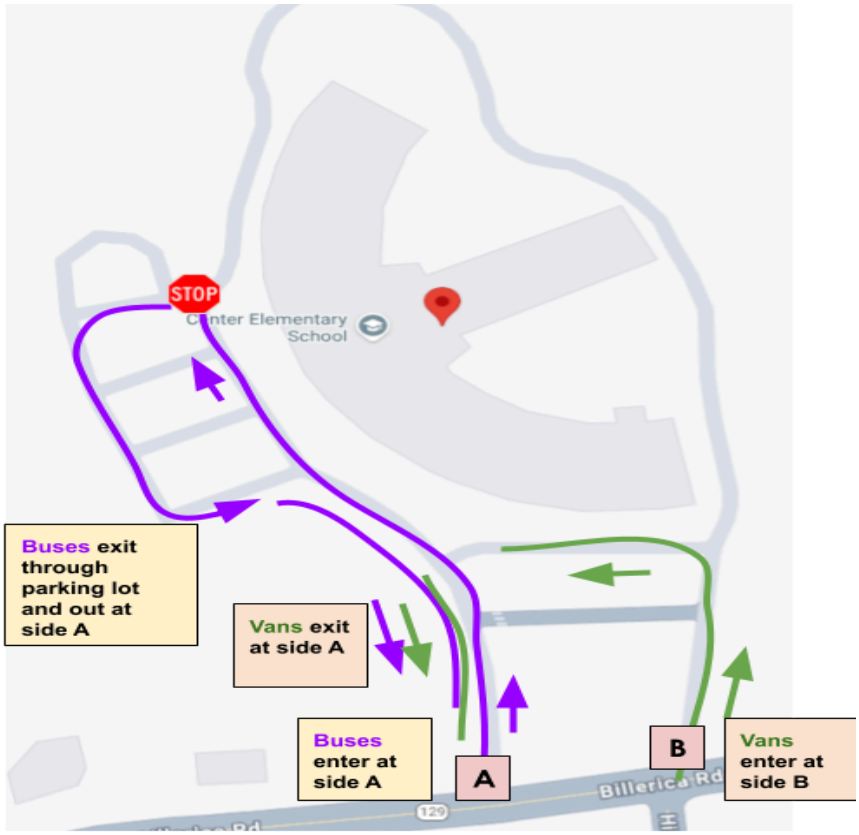
Buses- See Purple Diagram Below

At dismissal time, buses will enter the **main driveway, labeled A** and proceed to the front of the school's main entrance. All students will exit the front lobby and buses will be loaded at the main entrance. When cued by a staff member buses will drive to the left, looping around the main parking and exit the main entrance driveway, labeled A.

Special Education Vans/ Transportation - See Green Diagram Below

- Special education transportation will drive down side entrance B and take the second left, parking along the side of the building. Students will exit with staff from the K door and load. These buses will take a left, driving and exiting through the main entrance, labeled A

Bus (purple) & Special Education (green) Dismissal for Center


STOP
Center Elementary School
Buses exit through parking lot and out at side A
Vans exit at side A
Buses enter at side A
A
B
Vans enter at side B
Billerica Rd
129

Bus & Car Patterns at Dismissal- Buses (blue); Cars (red)



Parent Pick-Up, Walkers- K Door

Parents will walk (using sidewalks please) to our Kindergarten Door (door 11) to pick up their children.

- **Please have your child's card to show staff**
- **Parents should communicate with staff (earlier in the day) to go to K door or cafeteria for cars (bad weather)**
- **Only intended for neighborhood students who may walk to school. Please refrain from parking in town hall and walking over.**

Parent Pick-Up Cars:

Parents will enter the **side entrance driveway, labeled (B)** and follow the traffic pattern to the back of the building and will stop at the marked signs. All families **must have their numbers displayed on their windshield for staff** before entering the entrance. A staff member will mark numbers on a chrome book, where the caller will cue students. Staff members will escort approximately 20 students to cars at a time, exiting **door 6, (cafeteria doors)** to their cars. Please wait outside and buckle your children in. Once cars are loaded, they will continue around the back of the building and pods, exiting in the same loop as the buses.

- **Please wait for a staff member to send cars and do not try to pass other vehicles.**
- **Please put car in park & wait outside car to receive children**
- **Arrive at 3:05 or later**

Parent Pick-Up (Cars) at Center BLUE

