



GREENE-HILLS SCHOOL

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Scott Gaudet, Principal

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Erika Coleman, Dean of Students

September 28, 2023

Re: Student Drop Off and Student Pick Up

Dear Greene-Hills Families:

Student safety and security is our top priority in all areas of our school. It is clear that our parents/guardians value a safe and expedited drop-off process. Student drop off is from 7:50-8:10AM. In order for us to continue helping the flow of traffic and putting student safety first, we are asking everyone to continue the following procedures at drop off.

STUDENT DROP OFF

- Our drop off line allows 9-12 cars to **drop students off at the same time**. We have signage that states to pull up and to let students out of the car. **If we are asking for your child to come out of the car, please have them ready to exit the car and do not wait to pull up to the front of the line.**
- We have clearly established and supervised a student drop-off area (single lane) which will require parents to remain in the vehicle while volunteers assist with opening curbside doors if needed. **Please have students ready with their backpacks, and students must always exit from the passenger side of the vehicle.**
- Students may not be dropped off on Pine Street or in the middle of the parking lot. This is a huge safety issue.
- Students and parents should only cross through the parking lot at the 2 designated crosswalks where there are staff available to stop traffic.

STUDENT PICK UP

- To assure a smooth transition from teacher to parent, signs with designated grade levels will be placed out on the sidewalk. Parents are asked to line up at the designated area to pick up your student. Teachers will bring the students to the designated area and then hand off children to the appropriate parent/guardian.
- Please make sure that you bring your ID each day to present to staff.

The purpose of seeking to improve the drop-off and pick up process is to enhance everyone's safety. School safety will remain a priority at GHS and we ask everyone to do their part. We look forward to everyone's patience and cooperation with this process.

Thank you,
Greene-Hills Administrative Team

