

Traffic Pattern: Drop Off/Pick Up Instructions

Please help us create a safe arrival and dismissal environment for all students by following the traffic pattern that has been established for our school. We believe it provides a safer environment for our students and families, as well as helping to reduce congestion and wait times.

During morning drop off (approximately 7:30-8:00) and afternoon pick up (approximately 2:15-2:45) only authorized vehicles are permitted to enter the school parking lot.

The drop off/pick up traffic pattern is as follows:

- 1) The designated drop off/pick up area is along the curb of the northbound lane of Greenwich St. between Park Blvd. and Colonial Ave (EAST side of Greenwich St.). Walkers and students dropped off should not arrive before 7:45. Please make sure to pull all the way over to the curb and only allow children to exit the vehicle on the curbside of the car (not into the street). Please **DO NOT** stop in the center of the street and allow children to “hop” out of the car. This creates a very unsafe situation for your child.
- 2) Students may also be dropped off/picked up using the curb area along the westbound lane of Colonial Ave. (NORTH side of Colonial Ave.) keeping clear of the school bus loading/unloading areas. Please follow all of the safety rules for dropping off along Greenwich St. outlined in section 1 above.
- 3) Please follow these traffic pattern directional guidelines to keep traffic flowing smoothly:

All traffic on Colonial Ave. travels WESTBOUND only.

All traffic on Greenwich St. travels NORTHBOUND only. Traffic from Greenwich will turn left (WESTBOUND) onto Colonial Ave.

Due to our designated traffic pattern, designated student drop off/pick up area, and bus loading/unloading zones, attempting to travel in opposite directions than outlined above will result in increased wait times and increased traffic congestion.

- 4) All traffic: Please yield to buses and follow the directions of our crossing guard.
- 5) Please use crosswalks and sidewalks at all times.
- 6) School arrival times will be staggered. School buses will arrive at approximately 7:45. We ask that students who walk or get dropped off by a parent wait until 7:45 to arrive at school. If you drop your students off at South Field or if you walk them to the Pincherry path, we ask that you allow your students to proceed onto school property independently as there will be staff members on duty outside of the school to supervise.

Daily Dismissal Plan Instructions

1. All parents will receive a Google Form via email to fill out with your child’s daily dismissal plan. Please complete this as quickly as possible to allow us to prepare lists for teachers by the first day of school.
2. Dismissal Plans are followed by all staff to ensure students are dismissed safely to the correct location.
3. To make changes to your child’s dismissal plan, please send a note in with your child. Emergency changes may be called into the office by 2 p.m. **Please do not email changes as emails can be missed if a staff member is absent or away from their computer.** Students will not be able to alter their dismissal plan without a note or call from a parent. If your child is picked up by a daycare or attends CAS, please let school **and** daycare/CAS know of the change in dismissal.

We will be following a staggered dismissal plan. Bus riders and students being picked up by daycare will be dismissed first by announcement and students who walk or are parent pick up will be dismissed at 2:25. We ask that parents wait for students **off school grounds (at the intersection of Greenwich and Colonial) or at South Field.** This is similar to the procedures we followed last year.