

2023-2024 PRIMARY CENTER TRANSPORTATION GUIDE

Morning Drop-Off

- **Drop-off procedures are in the BACK of the Primary Center.**
- If a parent has children attending both the Primary Center and Elementary buildings, drop off the Primary Center student first, then proceed to the Elementary Building.
- Student drop-off begins at 7:45. *During extreme weather, the administration will send any variances in this drop-off time.*
- Cars enter from Tank Road and turn onto Hill Mine Road behind the Primary Center. Cars will line up on Hill Mine Road for drop-off.
- Cars will proceed to the Primary Center cafeteria doors to be released from their vehicles.
- Busses ONLY will drop off under the canopy.
- Parents should remain in their cars while forming a single file line.
- Staff will be outside to help students out of the car.
- If a parent needs to come into the building, please park in front of the Primary Center and proceed to the office.

School Entry Procedures

- All students will enter through the back entrance of the school (Hornet Way/S'mores Ave.) There will be supervisors in the hallway to direct students
- After the 8:10 bell, all students should enter through the Main Entrance Vestibule and be signed in by an adult.

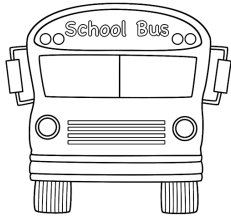
Afternoon Pick Up

- Pick-up procedures are exactly the same as drop-off.
- Parents may arrive no earlier than 2:45.
- **ALL Primary Center students are released at 3:00.**
 - Pick-up will be the same as drop-off at the Primary Center cafeteria doors unless your child requires assistance in buckling.
 - For students requiring assistance with buckling *only*:
 - Those vehicles will be directed under the canopy, where their parent and/or guardian will exit the vehicle to assist the child.
 - Daycare students report to the front of the Primary Center.
 - Bus will pick up under the canopy.

Primary Center Families: If you are unable to attend Open House, it is essential to contact the school office before the first day of school to make arrangements to pick up your car tags and let the office know if your child will require assistance with buckling. If assistance with buckling is needed, it will be noted on their car tag.

Reminder: Each student will be assigned to one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned or use any alternate stop other than the stop in which they are assigned. The district will allow parents/guardians to pick one alternate bus stop to be used on early dismissal days only. If this bus stop is going to be used on an early dismissal day, it is the parent/guardian's responsibility to notify the school office no later than 9:00 a.m. on the day of dismissal.

In the event a student's living arrangements change, parents may request a permanent change with the school by telephone or in written form. Exceptions must be approved in advance by the building principal and/or superintendent.



2023-2024 ELEMENTARY SCHOOL TRANSPORTATION GUIDE

Morning Drop-Off

- Student drop-off begins at 7:45. *During extreme weather, the administration will send any variances in this drop-off time.*
- If a parent has children attending both the Primary Center and Elementary buildings, drop off the Primary Center student first, then proceed to the Elementary Building.

● School Entry Procedures

- All students will enter the building through the designated new Main Entrance. There will be supervisors in the hallway to direct students to either the cafeteria for breakfast or the outside.
- After the 8:10 bell, all students should enter through the Main Entrance Vestibule and be signed in by an adult.

Afternoon Dismissal

- Pick-up procedures are exactly the same as drop-off.

- Parents may arrive no earlier than 2:45.
- **ALL Elementary students are released at 3:10.**

- Exit Locations

- Bike Riders and Walkers will exit the back room doors.
- Pick-up students in grades 3, 4, and 5 will exit the building through the MPR exit.
- Pick-up students in grades 6, 7, and 8 will exit the building through the Main Entrance.
- Bus Riders will exit to the blacktop near the library.

Reminder: Each student will be assigned to one bus stop at which a student is to be picked up and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned or use any alternate stop other than the stop in which they are assigned. The district will allow parents/guardians to pick one alternate bus stop to be used on early dismissal days only. If this bus stop is going to be used on an early dismissal day, it is the parent/guardian's responsibility to notify the school office no later than 9:00 a.m. on the day of dismissal.

In the event a student's living arrangements change, parents may request a permanent change with the school by telephone or in written form. Exceptions must be approved in advance by the building principal and/or superintendent.