

# Car Rider Morning Drop Off - Back of School

Buses will now use the front parking lot in the mornings. The front parking lot will be closed from 8:45am-9:10am for bus use only.

Students being dropped off at school in the morning will now be dropped off in the back of the building by the playground. Use the Dayton-Xenia entrance by the Auditorium and the East lot. Follow the cones and signs to the designated drop off and pick up door. See below for a map of the updated traffic pattern.

To ensure safety, make sure your child exits the vehicle on the driver side only. There will be signs to designate the area where it is safe for students to exit the car. Parents need to remain in their vehicle. Drop off is between 9:00am and 9:10am. Please do not have your child(ren) exit the car until a staff member motions for the morning drop off to begin.

After 9:10am, please park in the front, east, or west lot and walk your child into the office to sign them in.

If you need to come into the building for any reason in the morning during drop off, park in the west or east parking lot and walk to the main entrance.

# Car Rider Afternoon Pick Up - Back of School

All parent pick up students will need to be picked up by car in the back of the building. There will be no student pick up at the front main entrance doors. Use the Dayton-Xenia entrance by the Auditorium and the East lot. Follow the cones and signs to the designated drop off and pick up door. The side gate will open each day at 3:00pm. Pick up will begin at 3:40pm.

Please have your office issued parent pick up tags ready to show staff. A new form and tags need to be filled out & issued every school year.

When you are waiting on Dayton-Xenia to turn into the drop off & pick up entrance, please safely alternate allowing cars into the lot using an every other pattern procedure. This will be a tremendous help in the flow of traffic.

