KIDS' COLLEGE DROP OFF/PICK UP INFORMATION

<u>For the safety of your children, please make note of all changes</u>. This year there is only ONE designated area for carpool. <u>Please strictly adhere to these instructions; any deviation from this could cause serious injury to students.</u>

<u>DROP OFF/PICK UP PROCEDURES at ALLISON FINE ARTS BLDG.</u>

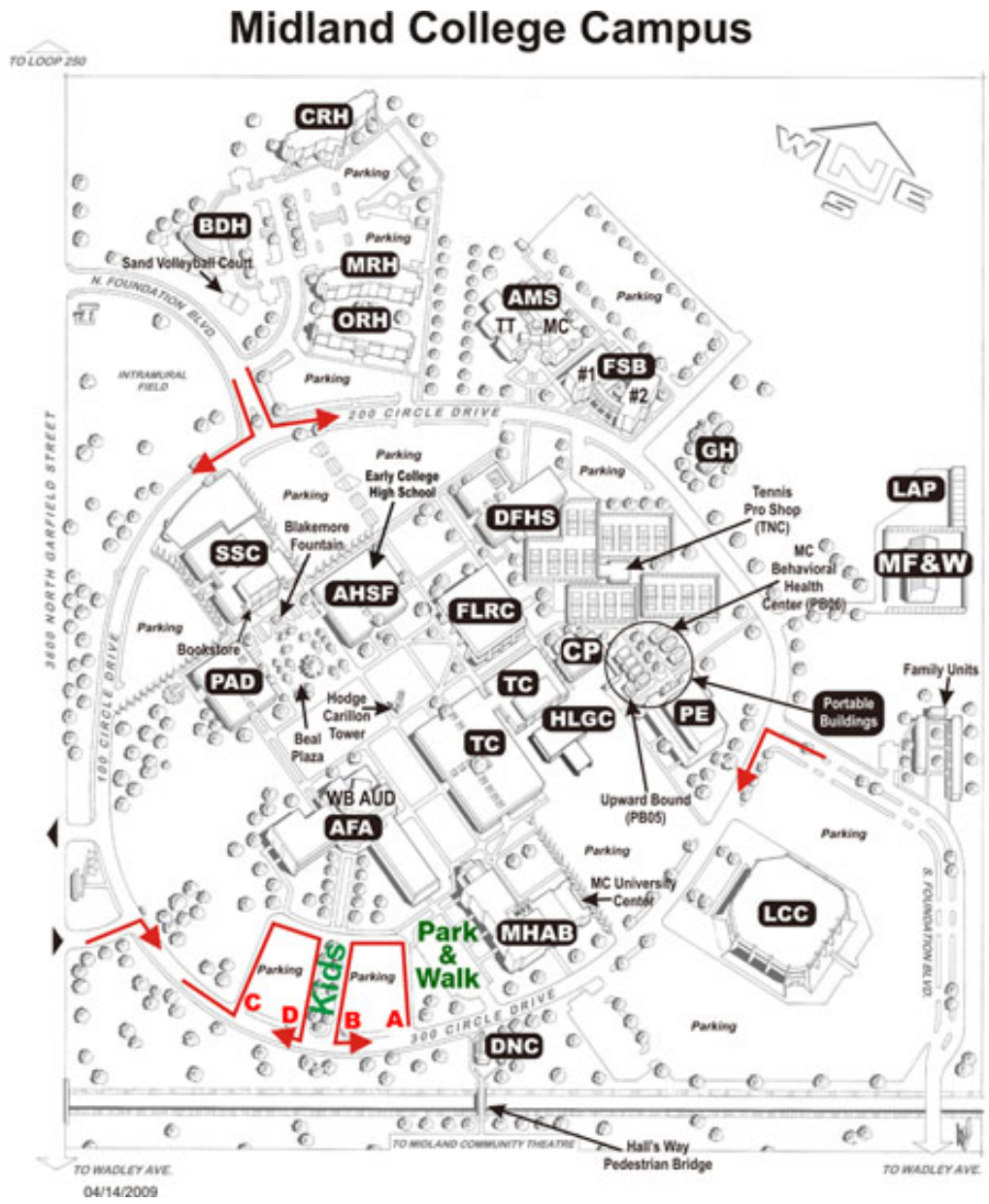
DROP OFF

Drop your children off by **<u>12:30, 2:00, or 3:30</u>**, so that they can get to class on time.

- **<u>12:30 p.m. drop off (two options):</u>**
  - ENTER at "A or C" DROP OFF and EXIT at "B" or "D"
- **<u>2:00 p.m. drop off (one option):</u>**
  - ENTER at "A" DROP OFF and EXIT at "B"
- **<u>3:30 p.m. drop off (one option):</u>**
  - ENTER at "A" DROP OFF and EXIT at "B"

A staff member will be available to unload your children at the curb, <u>please make sure each child knows the name of his/her first class</u>.

PICK UP

Plan to pick your children up at **<u>2:15, 3:45 or 5:15</u>**, as this will allow us to have all children moved to the parking lot before pick up begins.

- **<u>2:15 p.m. pick up (one option):</u>**
  - ENTER at "C" DROP OFF and EXIT at "D"
- **<u>3:45 p.m. pick up (one option):</u>**
  - ENTER at "C" DROP OFF and EXIT at "D"
- **<u>5:15 p.m. pick up (two options):</u>**
  - ENTER at "A or C" DROP OFF and EXIT at "B" or "D"
- **List the name(s) of the children in your car on the back of this card and post on the right side of your windshield. Remember to use large black letters that can be read from a distance.**
- Your children will be loaded into your car along the curb by staff.
- **If your car cannot be loaded immediately, your car should pull forward and to the side to park.**
- **<u>Please do not park in the line and leave your car.</u>**