



August 2023

Dear Allendale Families,

In an effort to ensure students enter the building safely each day, we are continuing our morning drop off and our afternoon pick up procedures for the upcoming school year. This should alleviate the congestion along the road that provides access to West Elementary.

STUDENT MORNING DROP OFF AND AFTERNOON PICK UP:

A student drop off has been created for any student that is being **dropped off in the morning or picked up at the end of the day.**

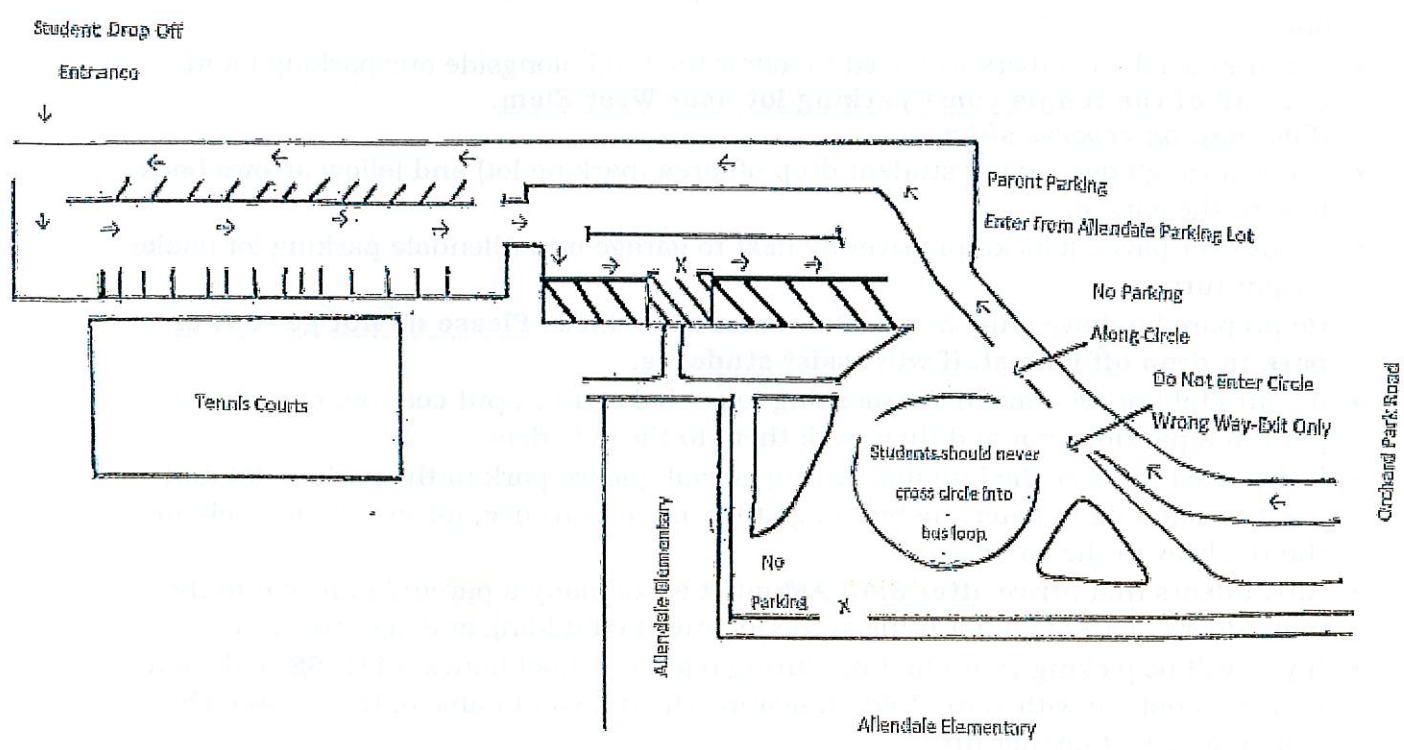
- All students will enter through the **side door** ^{#16} ~~#4~~ from **8:30-8:45 AM** (students only).
- Parents/family members will need to follow the road alongside our parking lot **at the end of the tennis court parking lot near West Elem.** *(See map on reverse side).*
- Enter through designated student drop off area (parking lot) and follow arrows back toward the garage.
- Cross over paved (blacktop) driveway next to garage into Allendale parking lot (make a right turn).
- Be prepared to have student(s) exit or enter the vehicle. **Please do not get out or park in drop off lane-staff will assist students.**
- If your child needs time in the morning to get belongings, put coat on, etc.-please park in a parking spot and then walk them to the side door.
- If you need to enter the building during arrival, please park in the parking lot and use the sidewalk to enter the building at the main entrance, (please do not walk in the roadway in the circle).
- **All students that arrive after 8:45 AM must accompany a parent/guardian to the main doors. Parents must bring students into the building and sign them in.**
- If you will be picking your child up during regular school hours. **PLEASE** make sure to send a note in with your child, indicating the time and name of the person who will be picking him/her up.
- Early dismissals should be requested prior to 2:40pm on full days and ½ hr. prior to dismissal time on half days. Students being picked up after 2:40pm will be sent to the parent pick up door due to buses being in the loop. Please call 1 hour prior to dismissal. Please do not contact the teacher, **PLEASE** call the office directly.
- Each family will be assigned a car tag (2) that must be visible on your dashboard when picking up your child at the end of the day.
- **Pickup time will be at 2:55 PM at side door** ^{#16} ~~#4~~ and bus dismissal will begin at 3:00PM. Again, be prepared to have student(s) enter the vehicle. **Please do not get out or park in drop off lane-staff will assist students.**

Thank you for your continued support for the safety of our students,

Dr. Quinn

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