

# Lincoln School

## Drop Off and Pick Up Procedure

2009-2010

**Morning School Lineup** – All grades line up on the blacktop at the back playground. Kindergarten, 1st, 2nd and 3rd grades go in the back playground door #3. Grades 4 and 5 enter through door #12 to the right of the main atrium door.

**Drop off by vehicle:** *If dropping off students, please do so at the West Wyoming cut-out directly in front of the school along the sidewalk.*

- Please do not park in the drop off area out front, in the school parking lots, or crosswalks.
- Do not pull your vehicle into the school parking lots as they are strictly reserved for staff and authorize handicap vehicles.
- Please be considerate of our neighbors and their driveways.
- Cross W. Wyoming with the assistance of the crossing guard only.
- Please do not get out of your car in the drop off areas. Say goodbye before your child leaves your vehicle.

### **Parking during Drop off & Pick-up:**

- Parking is not permitted by parents or visitors in the school lots.
- Do not enter into the back parking lot.
- Parking is not permitted on Crescent St. and Everett St.

### **You may park in the following areas:**

- The opposite side of W. Wyoming - always cross with the crossing guard in front of the school.
- Pleasant Street – walk across the baseball field to the back playground for line-up

**PM School Release** – Kindergarten is released at the rear side door #2 nearest to the K classrooms. Grades 1 through 3 are released out the rear playground door #3. Grades 4 and 5 are released out door #12 to the right of the main atrium entrance. Students are not allowed back in the building without permission once they have been dismissed. Parents must pick up children promptly at 2:20 PM.

### **Hours**

Atrium Door (Main Entrance) Unlocked	7:30 AM
Breakfast begins	7:30 AM
Teachers on duty	8:05 AM
Students enter building	8:10 AM
Students' day begins	8:15 AM
Students' tardy	8:20 AM
First Lunch (K & 5 <sup>th</sup> Gr.)	11:15 AM
Second Lunch (1 <sup>st</sup> Gr. & 2 <sup>nd</sup> Gr.)	11:45 AM
Third Lunch (3 <sup>rd</sup> Gr. & 4 <sup>th</sup> Gr.)	12:15 PM
Dismissal	2:20 PM

