



WINTHROP ELEMENTARY SCHOOL  
162 FIRST STREET, MELROSE, MA 02176  
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Terry Greenberg, Secretary

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Dear Parents,

Please help us make and keep the arrival and dismissal of students running as smoothly as possible. Please adhere to the procedures outlined below. Thank you.

### **DROPPING OFF AND PICKING UP YOUR CHILD**

By car, to keep traffic moving in a circular motion in one direction:

- Treat Ashcroft Street as a one-way coming in from Upham Street. Parking is allowed on Ashcroft, entering from First Street only (facing Upham). There is no room for two-way traffic.
- Refrain from taking a left-hand turn from Ashcroft onto First Street.
- Use the full length of the drop-off/pick-up zone (between the corner of Ashcroft Street and the front entry of the school on First Street).
- Pull as far down in the zone as possible. It is not necessary to drop-off or pick-up directly in front of the school entrance. Pull to the curb to drop-off or pick-up. **If your child is unable to unbuckle and open his/her car door on his/her own and walk to or from his/her line please park your car in a non drop-off pick up zone area.**
- Children should exit or enter cars from the passenger side only!
- **PLEASE DO NOT EXIT YOUR VEHICLE IF YOU ARE IN THE DROP-OFF PICK UP ZONE. Please keep the traffic flow moving.**
- **Do not wait** in the drop-off zone until your child is in line or enters the building this prohibits the flow of others dropping off. If you are concerned about your child not making it to their line or into the building, you should park and escort your child.
- After dropping or picking up, exit cautiously into the travel lane under the direction of the crossing guard.
- Do not sit in the drop-off zone waiting to pick-up your child it blocks traffic flow and forces other cars to pick-up in the travel lane.
- If your child is not visible for pick-up please circle the block.
- Parking in the playground is prohibited unless encouraged by communication for a specific school activity (i.e. open house, academic day, after hours school program, etc)
- The Melrose Police Department has informed the school that cars parked illegally will be ticketed. **Do not park in crosswalks, at street corners, blocking driveways, or near fire hydrants.**
- As a courtesy to our neighbors, please do not park directly in front of driveways.

When Walking:

- **Do not escort your child through the teachers' parking lot to gain entrance to the schoolyard or to leave the schoolyard as there are moving vehicles and it is not safe to walk students through.**

When waiting for your child at the end of the day:

- Please stand in the playground area or near the black wrought iron fence.
- **The middle walkway leading from the First Street entrance door of the school must remain clear so the crossing guard has a clear view of the children approaching to cross the street and children boarding the METCO school bus have clear access to their ride.**