



## Pickup Procedures

All of us share the common interest at dismissal time of getting all students safely and efficiently into their correct vehicles. Our first goal is safety. The second is an efficient system that treats everyone equitably. Following these procedures will help us maintain a positive school culture and neighborly relations with the other tenants of Assinippi Park. Please remember the following:

- The campus is closed to pick-up traffic before 3:00 pm at both locations
- Students in K-8 must be picked up at 100 Longwater Circle
- Students in grades 9-12 should be picked up at 700 Longwater Drive unless they have a scheduled last period class at 100 Longwater
- Students may be picked up at the front or back doors only. Other pick up points put student safety at risk. Pick up in other lots is trespassing
- If you do not want to wait in line, you may find that planning to arrive between 3:15 and 3:25 pm works better for your family
- When an appointment requires an exact 3:00 pm dismissal, we ask that you pick up your student at or before 2:30
- There is no cell phone use while driving on campus during arrival and dismissal
- To assist with traffic flow, please follow the traffic guard instructions as well as the lines and arrows painted on the pavement
- The speed limit on campus is five miles per hour
- All drivers are to stay in their cars and staff members will help your child get into the car
- If your student or any student in your carpool is not present when you come to pick up that student, a staff member will ask you to pull into a designated waiting area to keep the line moving
- Parents and guardians who are late to pick up their students must park and come to the front desk to sign out their child(ren)
- Families will be assessed a fee when they pick up between 4:15 and 5:00. The fee is \$25 per day. SSCPS reserves the right to contact the local police and/or transport any student not picked up by 5:00 pm, or any student left waiting for longer than half an hour following a school based event
- Any person who does not cooperate with these procedures will be asked to meet with the Assistant Principals or Principal