

## **Important Information Regarding Student Drop-Off & Pick Up Procedures at Kennedy Middle School**

Recently, we have had some confusion regarding the student drop off and pickup procedures at Kennedy. It is important for the safety of all our students that you read this information and follow these guidelines:

The bus lane is the lane that is closest to the front of the school.

### **Do Not Enter the bus lane during these hours:**

- 7:15 AM to 8:00 AM
- 1:50 PM – 3:15 PM

### **Pick-Up /Drop-off (the middle lane in front of the school)**

- AM – use the drop off lane that is clearly sign posted, enter the lane by staying to the left as you enter the school grounds. Pull all the way up to the front of the lane and let your child out. Please do not pull in front of others who are ahead of you as this causes a safety hazard for our students.
- PM – enter the drop off lane by staying to the left as you enter the school grounds. This lane should be kept moving at all times. Students will wait at the cross walk and meet you as you pull up. Priority for flow of traffic is given to the small busses that also pick up students and use this lane.

### **Pick-up for after school activities/clubs**

We share a campus with the Brown School and it is important for their dismissal procedures that our middle lane is available during their afternoon dismissal. Please follow these guidelines for the safety of ALL children.

- If you are picking your child up after a club activity please do not use the front lane of the school as this is needed for the late bus. The drop-off lane outside the school is used at this time for Brown School parents. Please do not enter this lane and wait for your child.
- Park your car and walk up to meet your child or arrange for your child to meet you at a designated area.

Teachers are on duty during morning drop-off and afternoon dismissal, including the late bus, for the safety of your children. Please follow any directions they may give you so that ALL students are safe.