

## **South Park Elementary Summer School Arrival and Dismissal Procedures**

**Arrival:** Arrival may take a little longer the first week. Please be patient with us!

**Valet:** Parents may drop their child(ren) off in the front of the building on 4<sup>th</sup> Street using the Valet Line beginning at 8:00 am. If you are the first car in line, you must go all the way to the end of the street by the playground. Students will be unloaded at 8:00 am. Please make sure your child stays in the car until that time. Students MUST unload on the passenger side of the car. Please make sure your students are ready to unload when you arrive to school. We don't want to hold up the Valet Line. You must exit through the valet line, not in the street. Please do not pass the cars in front of you.

**Drop Off:** There is also no parking on the East Side of the road. If you are coming inside to drop your student off, please use the new parking lot on Fourth Street! To access this parking lot, you will use Fourth Street to enter and exit the parking lot.

Students who walk to school or ride their bikes also enter at the front door on Fourth Street. Students should not arrive before 8:00 am.

**Dismissal:** Dismissal may take a little longer the first week. Please be patient with us!

**Valet:** We will be using the Valet Line at the front of the building on Fourth Street to dismiss. Your child will be brought to you in your car. Do not get out of your car to pick up your child.

**If you are wanting to pick your child up early in the office, please do so before 1:00. Again, please park in the new parking lot if you are coming to the doors to pick up your child.**

**If you have a change in the way your child is normally dismissed from school, please send a note or call the office by or before 12:30. Please do not rely on cell phone or text messages to your child's teacher, because they may not have a chance to check messages before the end of the day.**

**Thank you,**

**Mr. Samuel**