

ATTENTION PARENTS

Pritchett's New Drop-Off Procedure

Student safety is a core value at Pritchett School. In an effort to improve the safety and traffic flow in and out of the school we are instituting new drop-off and pick-up procedures.

Starting **Monday, March 9**, there will be a new drop-off and pick-up procedure.

Please follow the instructions listed below so we can have a safe and orderly process for our children.

1. Child Drop-Off will occur in the parking lot on the south side of the building by the main Entrance. (See attached map)
2. Parents will enter the parking lot from Horatio and proceed to the new Vehicle Staging Area located along the north curb adjacent to the school.
3. A staff member will function as a Traffic Flow controller directing all vehicles dropping off and picking up children. Pay attention to the Flow Controller. The Flow Controller will direct all traffic in the Vehicle Staging Area up to the Drop-Off Area.
 - Please say your goodbyes in the Vehicle Staging Area, and be ready to exit at the Drop-Off location.
4. Upon entering the Child Drop-Off area, a staff member will open your car door and direct the child to the appropriate destination.
 - Do not let your children out of the car until a staff member has opened your door.
 - Drivers must remain in their vehicle. If you choose to park, the Flow Controller will direct you to Pritchett's back parking lot area.
5. After drop-off, proceed out of the parking lot making a **RIGHT TURN ONLY** onto Horatio.

Pritchett's New Pick-Up Procedure

If parents need to pick-up their children from school, please follow the steps below:

1. Child Pick-Up will occur in the parking lot on the south side of the building by the main entrance.
2. Parents will enter the parking lot from Horatio and proceed to the new Vehicle Staging Area.
3. Pay attention to the Flow Controller. The Flow Controller will direct all traffic in the Vehicle Staging Area.
4. Parents remain in their car. Staff members will help escort children to their vehicle.
5. Once your children are in the car, remain parked. The Flow Controller will signal when the lane is proceeding to exit. Only pull forward when given permission from the Flow Controller.
6. After given clearance from the Flow Controller, exit out of the parking lot making a **RIGHT TURN ONLY** on to Horatio.

Although we know, when implementing a new procedure, such as this, there are bound to be a few glitches. We ask for your patience and flexibility as we begin this new process. If you have any questions, please contact administration at (847) 353-5700.

For your children,

Matt K. Moreland, Ed.D.
Principal

Ann Hofmeier
Assistant Principal