

The Emma L. Miller Memorial Elementary School "Kiss and Drop" Procedure for Arrivals and Dismissals

Arrivals

- Cars line up beginning at the fence post on the school side of the road.
- From 8:15 - 8:30, each car will pull forward one at a time. Students will exit the car on the school side of the road.
- Each car will wait at the fence post until the car ahead has dropped students and pulled out.
- The bus will be pulling in ahead of all vehicles as soon as the bus arrives.
- Parents are asked to check the rear view mirror to make sure the bus is not waiting to pull in before moving forward to drop off students.
- After dropping off students, parents will drive to Hawley Road to turn around and drive back past the school.
- There will be no parking on the opposite side of the road.
- The principal or teacher in charge will be visible at the entrance of the school and make sure all students exit cars and enter the building safely.
- Preschool parents will park on the school side of the road behind the parked staff cars.
- Preschool parents will escort their students to and from the building daily.
- If students arrive after 8:30 a.m., parents may park in front of the building and escort their students to the front door to ring the doorbell to gain access to the building.

Dismissal

- There will be the exact same lining up, pulling forward, and turning around procedures as described under Arrivals.
- Bus students are dismissed first in the afternoon. Then we will begin our Parent Pick-up Line.
- If a student is dismissed before 2:30, the parent may park in front of the school and ring the front doorbell to gain access to the building.
- If a student must be dismissed between 2:30 and 2:55, the parent may park along the school side of the road behind staff cars. Please ring the front doorbell to gain access to the building.
- If parents wish to talk to teachers after school, they may park in the front of the building after all other students have been dismissed.

Thank you for your support!