



Cole School **Afternoon Pick Up Procedure**

In order to conduct a safer, more efficient dismissal from Cole School, we ask that you follow the following procedure for picking up your children.

1. Parents picking up students after school must have an **8.5" x 11"** sign located in the front passenger side window with the **last name** clearly and boldly written to be viewed from a distance.
2. Cars will pull up to the very end of the car loop located in front of the school after **3:10**. Cars parked there before 3:10 will interfere with the preschool dismissal.
3. Students will be dismissed in the order that cars are waiting in the queue. **Students will only be allowed to enter the car through the passenger side doors** so that no students are stepping out into the roadway.
4. Once students are safely seated in the car, parents will continue out onto High Street.
5. If there is not enough room in the queue in front of the school, parents should pull into the parking lot and queue around the cars and wait to be directed to the car loop. This overflow queue will keep cars out of the bus exit and entrance area.
6. Parents are asked not to exit their vehicles at any time. In addition, we would ask that parents **refrain from using cell phones** at this time so that driving distractions are kept to a minimum while around school age children.
7. If you need to enter the building for any reason, you must pull into a legal parking space in the parking lot.