

Dear Four Year Old Parents,

It seems that we are still working out the kinks with pick up time. We have had trouble these first 2 weeks with traffic becoming backed up onto Davis Street as parents line up to pick up their four year olds. This is a big safety hazard, and we are trying to help fix that problem. I have spoken to a lot of you in the pick-up line, but I don't think I have talked to all of you. Therefore, I am sending this out to all of the parents of the 4 year olds with the hope that we will all be on the same page beginning next week. Here is how we have determined that the pick-up procedure should now work .....

It seems that most of you are doing a great job of entering the Davis Street parking correctly, turning onto Davis Street, then turning into the lot, but as parents line up, cars are backing up and overflowing onto Davis Street, so here are some tips for lining up:

- If when you get to school to pick up your child the line is backed up to Davis Street, please form a second line where the 3s normally line up. (Diagram attached)
- If you see that the first 4 year old line has started crossing Front Street, please take a minute to look at the line where the 3 year olds normally line up. If there are cars in that line, pull in at the end of that line. This will be the **second** line of 4 year olds. (The 3 year old parents cross Front Street at 11:40, so if you get to school after 11:40 and cars are lined up where the 3s normally line up, you will know that a second 4 year old line has been formed and that you should join it.)
- The **first** person in that second line will cross Front Street behind the **last** person in the first 4 year old line and the rest of the second line will follow.

**If you would prefer to park and pick up your child, please do not get in the pick-up line.** Instead, please enter the Front Street parking lot by the Webb Avenue entrance, or park on Front Street in the marked spaces in front of the church. In an emergency you can park at the Fire Department long enough to walk over and pick up your child. **Remember that we do not give preference to those who walk up, but work them in as convenient.**

We do not begin loading the three year olds until 11:45, so you can minimize your wait time by arriving no earlier than 11:45.

Typically we begin loading fours at 12:00. Sometimes one of the four year old classes is running later than the other two. When that happens we may alter our loading pattern (one car from each line) somewhat to shorten your wait time.

I hope this explanation will make the pick-up procedure a little clearer, but if you have any questions, or if you do not understand this procedure, please ask!!!! We want to be sure everyone understands the proper procedures so that we can keep everyone happy. We are sending it as an email as well as this hard copy. If someone is picking up your child who may not be on our email list (babysitter, grandparent, friend, aunt, uncle etc.), please forward the email to them or give them a printed copy so that they are aware of the pick-up procedures. Again, please call Barbara or me and ask questions if you do not understand this explanation. Thank you all SO MUCH for your patience!

Meredith Self

Chairperson, Playschool Parent Board

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Procedure for picking up children

