

Drop-Off and Pick-Up Procedures in the MIDDLEFORK DRIVEWAY

(For a complete description, see *Driveway Procedures* in the Middlefork Back-to-School 2009 folder on the D29 website.)

Two-Door System: Door 1 (south) & **Door 2** (north)

Kindergarten:	a.m. drop off at Door 1, p.m. pick-up at Door 2
First grade:	a.m. and p.m. at Door 1
Second & Third grades:	a.m. and p.m. at Door 2

Morning Drop-off & Afternoon Dismissal Times

8:15 a.m.	Drop-off begins for all grades. Do not drop off students earlier than 8:15, as full supervision is not available until that time.
1:50 p.m.	Kindergarten (beginning October 26)
3:00 p.m.	First and Second grades
3:10 p.m.	Third grade. <i>Please do not come <u>before</u> this time. You tie up traffic for the earlier dismissal time.</i>

Carpools w/BOTH 3:00 & 3:10 p.m. Dismissals

Drivers picking up combinations of students in grades 1–3, should adhere to the following:

CARPOOLS:	1 st & 2 nd combo – Dismissed through Door 1 at 3:00
	2 nd & 3 rd combo – Dismissed through Door 2 <u>after</u> 3:10 p.m.
	1 st & 3 rd or 1 st , 2 nd , & 3 rd grades – Door 1 <u>after</u> 3:15 p.m. **

** At the end of the day, first graders who car pool with third graders will wait in the main foyer from 3:00 p.m. until the third grade dismissal at 3:10 p.m. It takes a few minutes for the third graders to meet up with their first grade buddies, so these drivers are asked to not arrive at school before 3:15 p.m.

Additional Safety Notes and Considerations

The following directions are critical to safe and efficient driveway traffic flow. PLEASE read these and SHARE them with all adults who may be responsible for dropping off or picking up your children during the school year. Thank you for understanding and cooperation.

1. There is a 5 MPH speed limit in the driveway.
2. Drivers are asked to refrain from using their cell phones while in the driveway line. There are parking spaces along the curb on the west side of the drive where drivers may park and talk.
3. The center-driving lane is for moving traffic only. Drivers should not stop or angle out into the center lane at any time. If there is no room along the curb, drivers should use the parallel parking spaces along the west curb of the driveway or drive through to Wagner Road and reenter the line.
4. Children are not permitted to cross the driveway alone. Drivers who park in the driveway's parallel parking spaces must cross and escort their children across the drive.
5. The area along the sidewalk curb is a designated fire lane and therefore parking is not allowed anywhere at any time. Unattended, parked cars may be ticketed by the Northfield Police.
6. Arranging after-school play dates while waiting in the driveway line during dismissal time interferes with traffic flow. Students and parents should make such arrangements from home (or move to the parking lot to discuss).
7. Drivers arriving ahead of scheduled dismissal times are encouraged to turn off their ignitions to reduce fuel emissions.

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