



## **PICK UP AND DROP OFF SAFE DRIVEWAY POLICY AND PROCEDURE**

### **Drop Off:**

- Students in grades PS-8 are dropped off between 8:10 and 8:20a in the Upper Lot (Playground) via the Lincoln St. entrance. For the safety of your children, please do not drop off before 8:10a as children will not have teacher supervision. Staff will be present at 8:10a to guide traffic and assist students into the appropriate school entrances.
- Parents form a continuous single lane and proceed through the lower lot straight to the upper lot forming 5 rows of parking. Overflow cars will wait in designated areas in Lower Lot until cars have been emptied and exit the Upper Lot. When in Upper Lot, Please turn off your cars. Please, do not use cellphones .
- If students should need extra time to exit the car, for the safety of all of the students, and the efficiency of traffic flow, parents **MUST** park in a spot in either the lower lot, or any of the church parking spaces surrounding Saint Paul. If parking the car in a space, parents **MUST** escort children to the SPS upper lot. If you arrive late to school, you must accompany your child to the office. SPS staff will escort children to their classroom.

### **Pick Up:**

- 12:30p/2:20p Pick up for PS & PK is in the Upper Lot and must utilize designated rows. Please be punctual at pick up times.
- Students in grades K-8 are dismissed at 2:45pm. Drivers pull into the Upper Lot no earlier than 2:30pm and **MUST** utilize all **5** rows. Be conscious of your automobile and allow for others to pull into all 5 rows. When in Upper Lot, Please turn off your cars. Please, do not use cellphones .
- Students will line up close to the school and wait for parent/guardian. When instructed, driver exits the vehicle, stands by the back of the car and a staff member will walk with the child to your vehicle. Exit the lot turning **LEFT** onto Fearing Road to expedite the dismissal process as quickly and safely as possible.
- If you need to speak to a teacher or other parent at dismissal, plan to park in a space in the lower lot or on the street.

### **Other Important Information:**

- For safety purposes, the playground area / equipment adjacent to the upper lot is closed at drop-off and dismissal. Pets are not allowed in the school yard/parking lot at any time.
- The US Post Office, Citizens Bank and Talbot's have requested that we remind all parents/guardians that parking in their customer lots is not allowed for pick-up purposes.
- Please arrive to school on time and pick up promptly at dismissal time. We offer before and after school care, if needed.
- Hingham students must have a note from their parent(s) indicating that they will be picked up at school. Parents are discouraged from making changes during the school day as it not only causes confusion for the child but for those on dismissal duty. In the event of an emergency, please call the school office by 2pm.
- Thank you in advance for adhering to all of the policy and procedures at drop off and pick up!