



PICK UP AND DROP OFF SAFE DRIVEWAY POLICY AND PROCEDURE

Drop Off:

- Students in grades PS-8 are dropped off in the lower lot driveway off Lincoln St. between 8:10 and 8:20am. For the safety of your children, **please do not drop off before 8:10am** as children will not have teacher supervision.
- Parents form a continuous single lane and proceed through the lower lot straight through to Fearing Road.
- 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 beginning at approximately 2:30pm and **MUST** utilize all **5** rows. Be conscious of your automobile and allow for others to pull into all 5 rows.
- Students will line up close to the school and wait for parent/guardian to meet them. Driver exits the vehicle, meets the child, and walks with the child to your vehicle. Exit the lot onto Fearing Road as quickly as possible 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.
- Do not idle the engine longer than 5 minutes while waiting for your child.

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 and Citizen's Bank have requested that we remind all parents/guardians that **parking in the Bank parking lot or the Post Office parking lot is not allowed.**
- 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!