

Afternoon Pick-Up Procedure (Grades 1 through 8)

The full day of school ends at 3:00 p.m. Early release days end at 1:00 p.m.

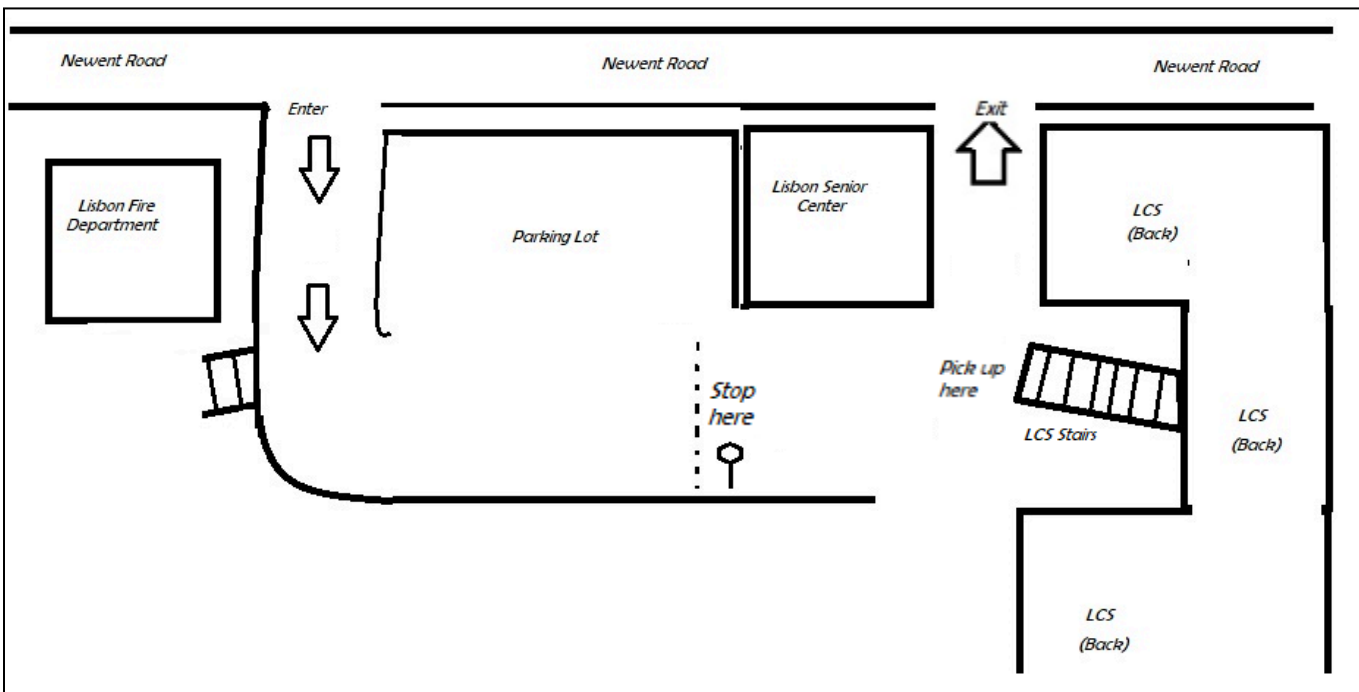
To ensure student safety, it is important to create an organized dismissal process. Families picking up their student(s) will enter the parking lot using the entrance between the Lisbon Fire Station and the Lisbon Senior Center. Students being picked up by families will be released through the school doors located by the Lisbon Senior Center. **Parents will remain in their vehicles and pick up their student(s) at the stairs at the back of the building.** All cars will exit the parking lot between the Lisbon Senior Center and Lisbon Central School. Students will exit the building down the stairs to their vehicles.

We ask our families to please place a piece of paper with their student(s) name on it written in clear, legible, black ink on the passenger-side dashboard with the student(s) name facing the window. **Please have your ID handy for pick-up verification** in case our staff do not recognize you.

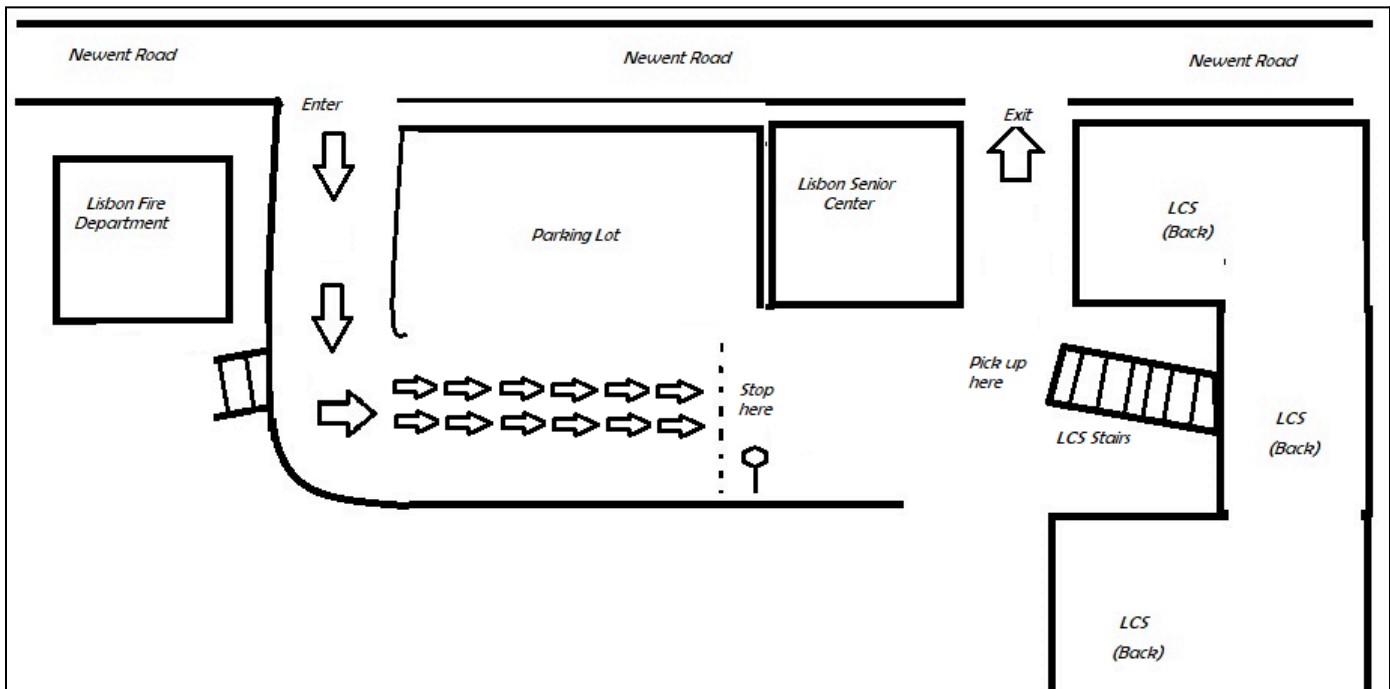
If there is a change in the normal pick-up procedure for your students, for example, your student will be taking the bus instead of being picked up, or a change in the person who will be picking up your student please notify the main office at 860-376-2403 by 2:00 pm (noon on early release days).

Procedure

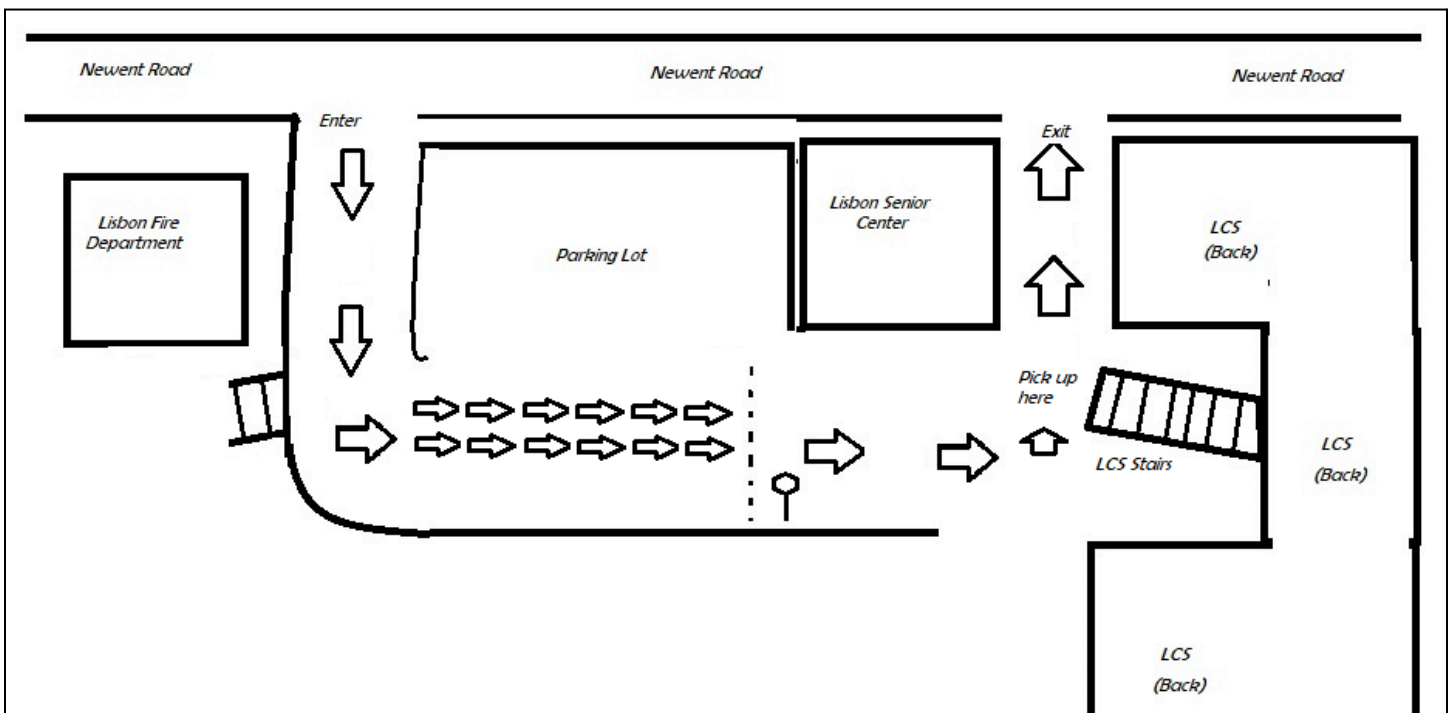
- Vehicles will make their way up the driveway.



- Vehicles will pull forward to create rows of 6 vehicles. Once one line reaches 6, please create another line of 6 vehicles.



- Students will be called down and will head to their vehicle.
- When students are all loaded in their vehicles, a staff member will single for cars to move forward.
- Parents will pull forward between the Lisbon Senior Center and the LCS building exiting onto Newent Road.



Following these guidelines and keeping a patient and positive demeanor means we are all doing our part to keep our students safe and our routines as efficient as possible. Thank you for helping make our school a great place for everyone!