

# Afternoon Pick-Up Procedure (Preschool and Kindergarten)

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

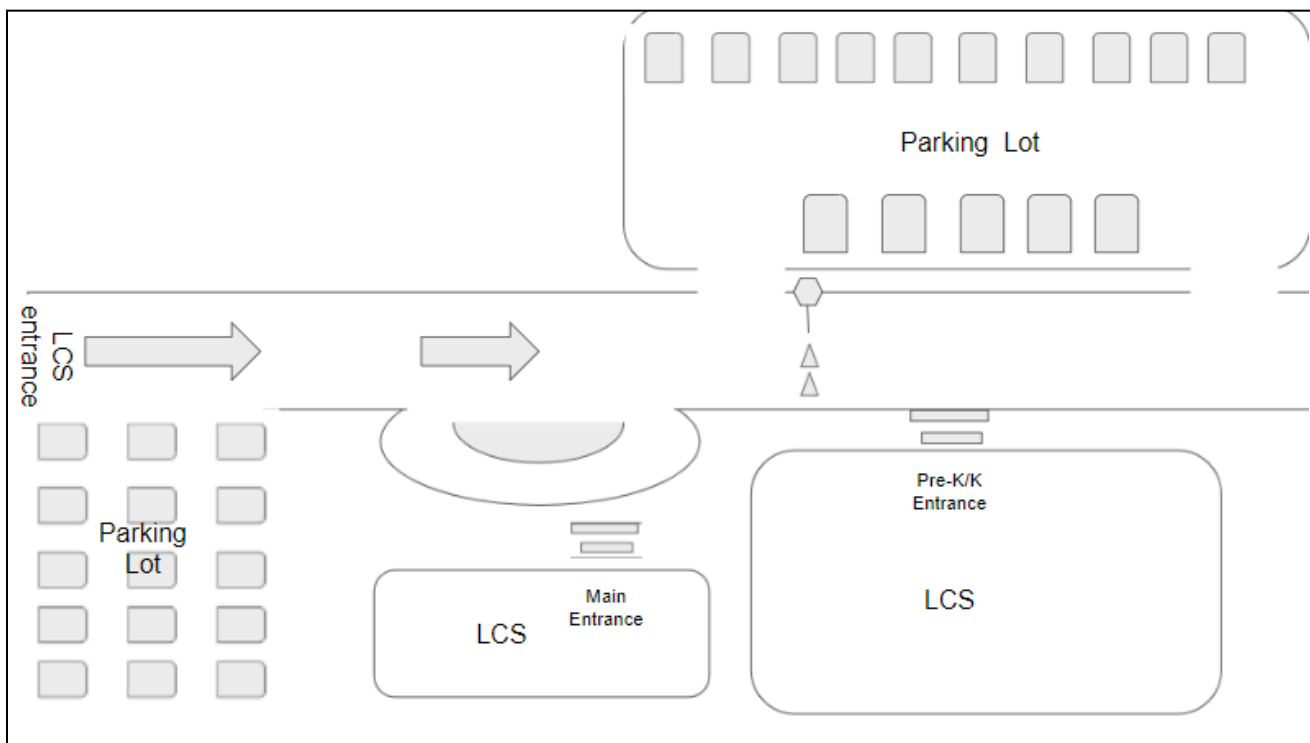
To ensure student safety, it is important to create an organized dismissal process. We have made changes to our afternoon pick-up procedures to allow for preschool and kindergarten students and their siblings to be picked up in front of the school. Families picking up their student(s) will enter the pick-up area by using the main Lisbon Central School entrance. Preschool and kindergarten along with their siblings will exit through the school doors located in the Pre-K/K wing. **Parents will remain in their vehicles and pick up their student(s) in front of the stairs located by the Pre-K/K wing.** All cars will exit the pick-up area by moving forward. Note: Please be aware that buses may be arriving and exiting the area at this time as well.

- Pre-K/K families may arrive at the school between 2:50 p.m. and 3:00 p.m. (Early release days between 12:50 p.m. and 1:00 p.m.).
- 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 driver's 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.**

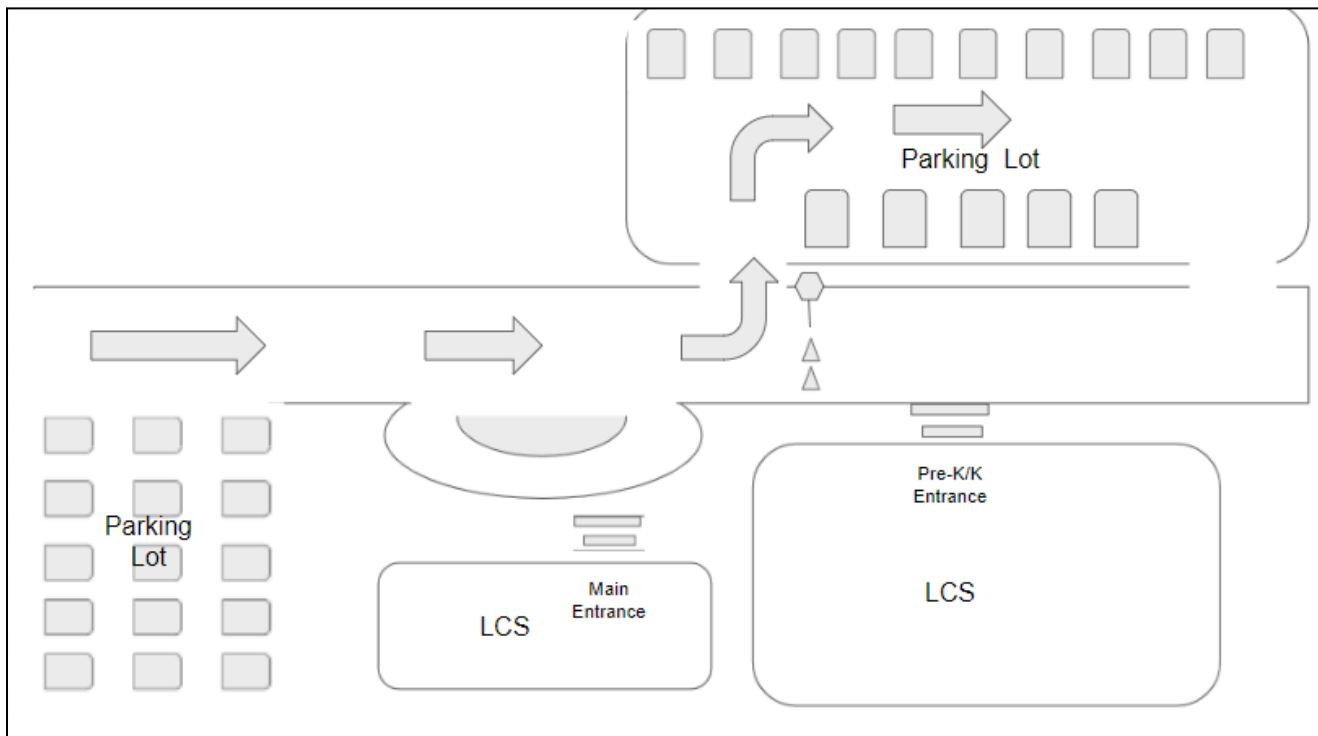
If there is a change in the normal pick-up procedure for your students, for example, your student will be taking the bus instead of being picked up, or a change in the person who will be picking up your student please notify the main office at 860-376-2403 by 2:00 pm (12:00 pm on early release days).

## Procedure

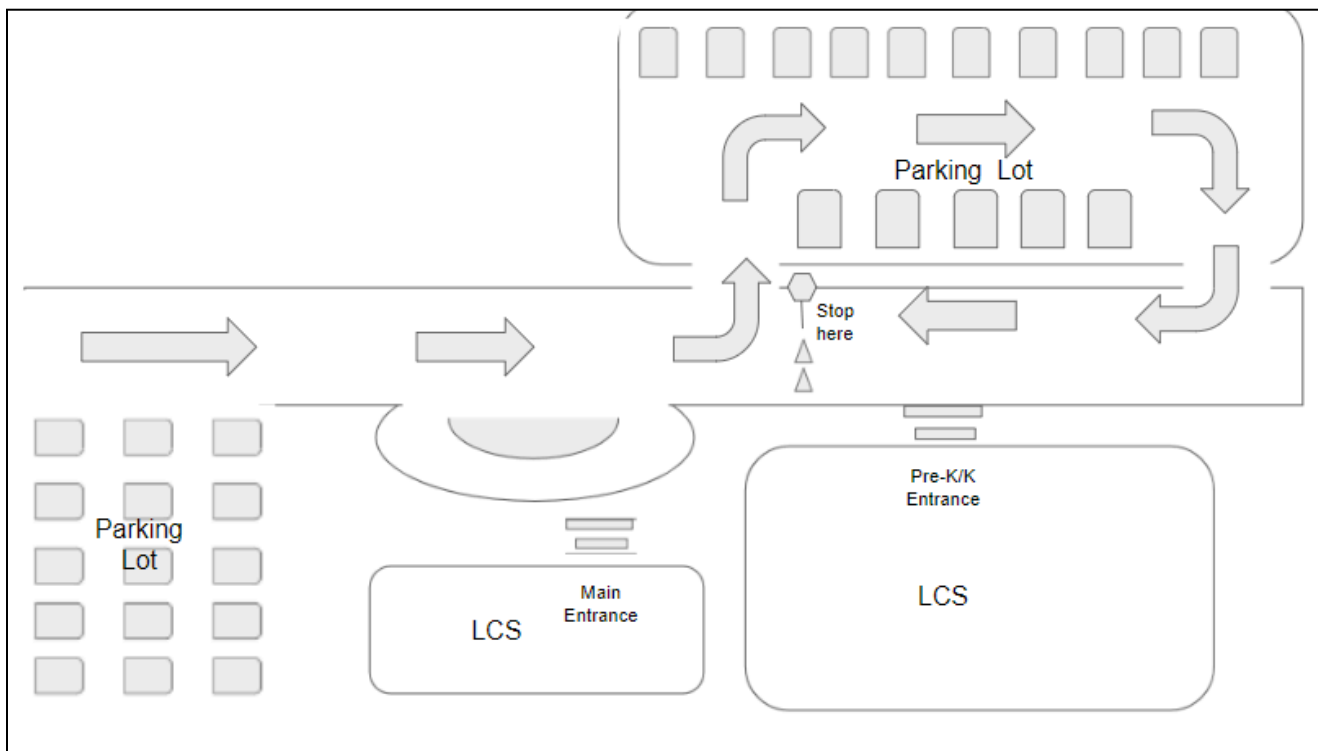
- Vehicles will enter the main entrance of LCS and drive up the driveway.



- Vehicles will make their way up the driveway, then take a left turn just beyond the semi-circle into the parking lot and turn right making their way to the other side of the parking lot.



- Vehicles will turn right at the end of the parking lot and make their way to the pick-up sign.



- We intend for Pre-K/K parent pick-up to be completed by 3:10 p.m. Please note that if traffic becomes backed up preventing cars in the parking lot from leaving, we may need to make a minor tweak of the traffic flow through the parking lot. Any changes will be communicated to our families.
- Siblings of Pre-K/K students will be called down to the Pre-K/K wing to be picked up along with their Pre-K/K siblings.

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!