

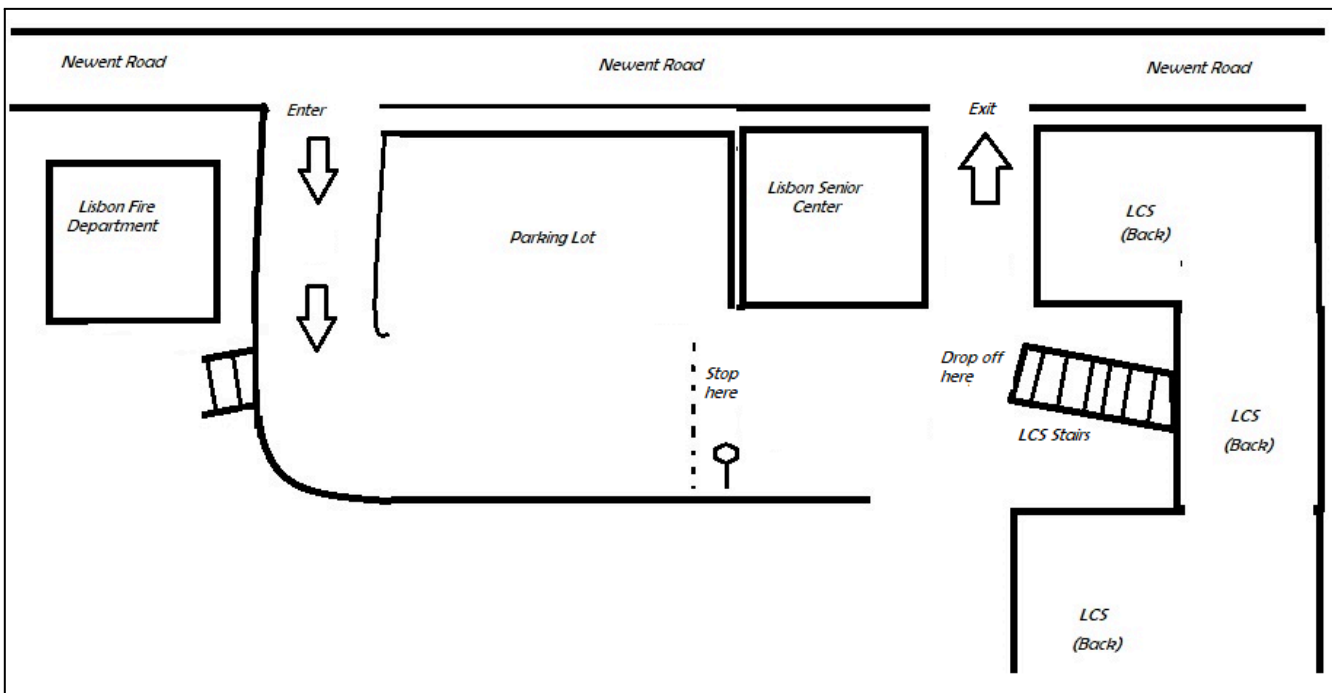
# Morning Drop-off Procedure for Grades K through 8

Morning Drop-off\* **for Grades K through 8 students** begins at 8:00 a.m. and ends at 8:15 a.m. in the Lisbon Active Aging Center (fka Lisbon Senior Center) parking lot. Families will enter the parking lot using the entrance between the Lisbon Fire Station and the Lisbon Senior Center. Parents will drop their student(s) at the stairs at the back of the building. Please have your child exit from the right-hand side (passenger side) of the vehicle. Vehicles will exit the parking lot between the Lisbon Active Aging Center and Lisbon Central School. Grades K through 8 students will enter the building at the top of the stairs and proceed to the cafeteria.

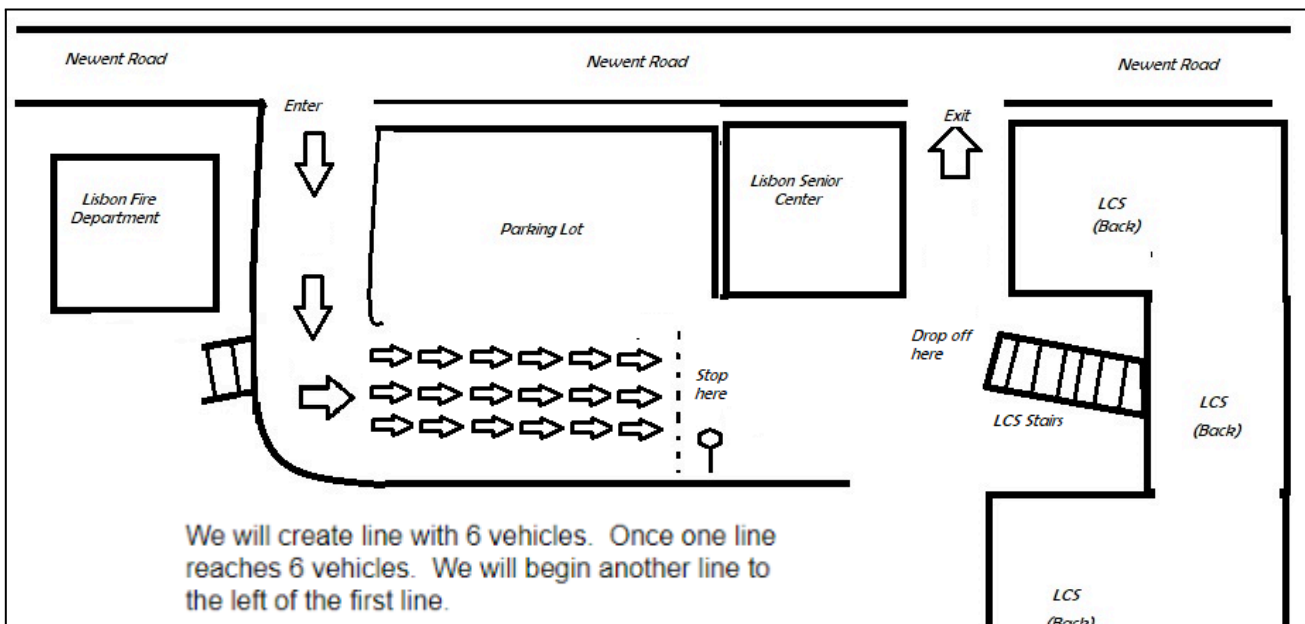
**\*If families are dropping off a PreK child, drop-off occurs in the front of the building by the PreK wing and begins at 8:15 a.m.** Students will walk down the stairs and enter the building through the PreK/Kindergarten doors.

## Procedure

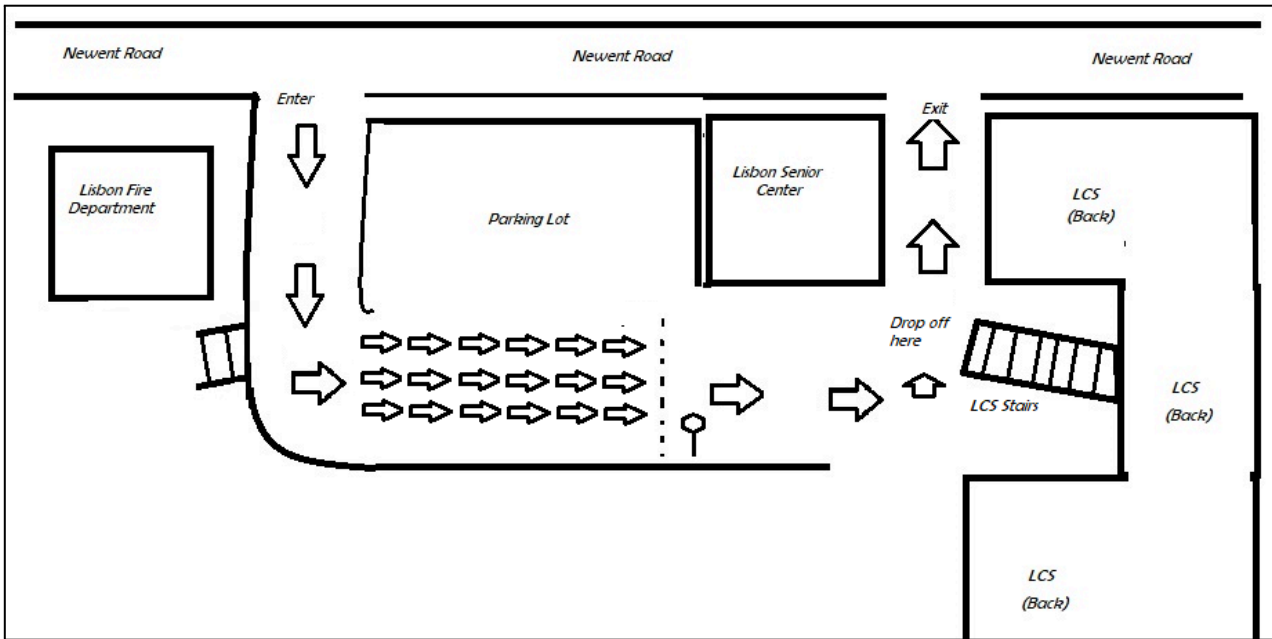
- Vehicles will make their way up the driveway.



- Vehicles will pull forward to create a line of 6 vehicles. Once a line has reached 6 vehicles, a new line of vehicles will be created, and so on.



- Beginning with Line 1, a staff member will indicate when vehicles can move forward to the staircase.
- Once vehicles have been stopped, we will have several vehicles unload their student(s).
- Please have students exit the vehicle on the right-hand side of the vehicle (passenger side)
- Students will exit the vehicle and make their way to the stairs.
- Students will proceed into the building and go to the cafeteria.
- Parents will pull forward between the Active Aging Center and LCS building exiting onto Newent Road.



For the morning drop-off to be safe and efficient, we ask that families please be patient and have their student(s) ready to be dropped off.

Drop-off ends at 8:15 a.m.

After 8:15 a.m., students must be dropped off in front of the school\*, enter the building through the main front door entrance, and check in at the office window.

**\*Please do not drop off in the circle as the circle is used for school buses.**

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!