



## **DROP-OFF AND PICK-UP AT ELMWOOD**

The safety of our students is a primary concern. Our parking lot drop-off and pick-up system is designed with the safety of our students in mind. Please follow the instructions below and help us make Elmwood safe for our students.

### ***Morning Drop-off***

1. Please drop-off your daughter using our one-way system. Do not drop her off on the streets surrounding the school.
2. Drive slowly and cautiously as you enter the parking lot.
3. Drive to the drop-off zone to stop to let your daughter exit your vehicle.
4. Yield the right-of-way to pedestrians.
5. Obey the instructions of our parking lot attendants and supervising faculty.
6. Please note: there is no teacher supervision of students prior to 8 a.m. Please do not leave your daughter unattended.

### ***Afternoon Pick-up: Junior School***

1. Junior School students must be collected from the Junior School.
2. Please park your car in the main parking lot and proceed to the Junior School.
3. Once you have collected your daughter, please return to your car to allow others to use your parking space.
4. If you wish to collect your Junior School daughter at the same time as her Middle/Senior School sibling, Junior School teachers do accompany a group of students to be collected with the older students outside the entrance to the main school building.

### ***Afternoon Pick-up: Middle/Senior School***

1. Please use the roundabout system to pick-up Middle or Senior School students.
2. The left-hand lane is for collecting your daughter who is ready waiting for you. Your first loop around the parking lot should be in this lane.
3. If you do not see her, the right-hand lane is a stopping zone after school. You may park there, but you cannot leave your vehicle. Please wait for your daughter inside your vehicle.
4. You will also see a bus/taxi/chauffeur zone. Please do not park in this area.
5. Please note: All students must be picked up by 5:30 p.m. There is no adult supervision of the building after this time.

### ***Helpful hints***

The parking lot is only busy for 10-15 minutes in the morning and afternoon. If you can stagger your pick-up or drop-off to avoid the busiest times (8 – 8:15 a.m. and 3:40 – 3:55 p.m.) your drop-off or pick-up will be faster and easier.

If you live in the local neighborhood, encourage your children to walk or ride their bikes to school. We have installed a pedestrian gate to the rear of the school to allow students living locally to access the property from this direction.

Due to the new mini-basketball court, there will be no parking for staff or parents behind the Headmistress' home. Please be aware there is now a gate on this driveway. Do not attempt to enter the drive.

Thank you for your cooperation.