

MARLBORO ACADEMY
DROP-OFF AND PICK-UP
2013-2014

For those parents new to the Academy and unfamiliar with these procedures, the procedure for **drop-off** is as follows:

- Parents “dropping-off” in the morning enter the normal entrance-way, and driving no more than five miles per hour, pull up in the right lane and in single file to the covered walkway. (If traffic is heavy, please pull on up to the end of the sidewalk which is about 30 feet past the covered walkway.)
- **No one is authorized to drop-off to the left side of the drive** as this presents a hazard for student walking through oncoming traffic.
- Students are to exit the vehicle **from the right**, unless a parent is going to get out of the car and assist a student exiting from the left.
- Unless you have a large carpool, please have your child(ren) keep the book bags with them. Getting book bags out of the trunk takes time and can present a hazard for children standing at the back of the car.
- Students then will proceed to the proper destination. Students in grades K-5 will report to the Mrs. Hyduke’s classroom. Students in grades 6-12 will report directly to homeroom.
- If there is a need to park the car and come inside, it is imperative that parents pull *past the covered walkway and adjacent sidewalk* and park on the *right side* of the drive. Then, if you need to walk your child inside or run an errand on school grounds, your vehicle will not be in the way of students being dropped off. When doing so, **do not** pull onto the grass in front of the Pre-K.

The procedure for **pick-up** is as follows:

- Pick-up is a bit more tedious as there are *many* children of all ages waiting for pick-up at the same time. The first word of caution: you must be ***patient and alert***. We also ask that you speak with your children and carpool riders about the importance of being cooperative at pick-up time and alert for their carpool name to be called.
- Parents picking-up will enter the drive closest to Academy road. (The regular entrance will be closed.) Two lines will form. As you get closer to the section where pick-up occurs, traffic will merge into *one* lane so that students may enter the right side of the car without passing into oncoming traffic. A rule of thumb is that every other car in the left lane merges after a car in the right lane. No road rage here, please. This really does work! Proceed slowly. *Eight cars load and then are dismissed at one time*. The next eight then pull up. Please do not pull out and attempt to leave even if your car pool has loaded, and you are ready to go. There will be a signal when you, along with seven others, may move on. Proceed slowly when exiting.
- Once in the vehicle, if a child has forgotten something or there is a need for you to come inside a building, *pull to the right past* the sidewalk; park, and proceed. **A car is never to be left parked in the pick-up line**. Safety, of course, is the primary concern.
- After several days, the length of time that it takes to accomplish “pick-up” gets shorter and shorter.

Thank you for your careful attention to the safety of all children.

