Dear EES Families,
When we return from Thanksgiving break we will be starting our new (and hopefully improved) drop off and pick-up protocols. There are a number of reasons we need to move to these new systems, primary among these is the non-sustainability of hiring a sheriff’s deputy on a daily basis.
Beginning on Monday, November 30 all drop off and all dismissal will take place on the front (Bixby Hill) side of the building. Please see below for details of both morning and afternoon systems.

Morning Drop Off:
All of our morning duty personnel will be stationed at various points along the drop off loop to help children exit the vehicles. Please have your children ready to exit the vehicle before pulling into the loop. Cars should enter the loop (single lane!) and pull as far forward as possible, following signals from the staff on duty. Children should swiftly and safely exit the vehicle, preferably from the passenger side. Children who get out on the driver’s side should pass in front of their own car and move directly onto the sidewalk.
Parents who wish to take more time should park in the pre-school parking area. (directly to the right as you enter the main lot) Parents who choose this option must walk their child to the sidewalk. Please do not have them walk alone through the parking area.

Afternoon Pick Up:
Again, all pick ups will take place on the Bixby Hill side of the building exactly as they do now, with the only change being the addition of our kindergarten parents/children. Our staff is being asked to use alternative parking to create as many spaces as possible for parents to use. Please use *all*/only legal parking spaces! As soon as the buses leave parents are welcome to walk into the bus loop area to meet their children. Kindergartners to be picked up will be with their teachers on the sidewalk just inside the bus loop gate. First graders will be directly in front of the main entrance, and second graders will be along C wing as they are now.

*For Staff:*  
There will be no change in the bus dismissal process. However, over the break the parking area at the end of C-wing is going to be “paved”, allowing for 25 cars to be parked in this new, plowable lot. Additionally, a fence is to be erected separating the parking area from the playground. **This lot and the spaces in front of the building must be filled before the main parking area is used!** If you arrive at school and there are no spaces left in either of these areas you should park in the row of spots **nearest to Bixby Hill, using both the main and the pre-school lots.**
Staff Are To Park In Highlighted Areas Only