

Dear EES Families,

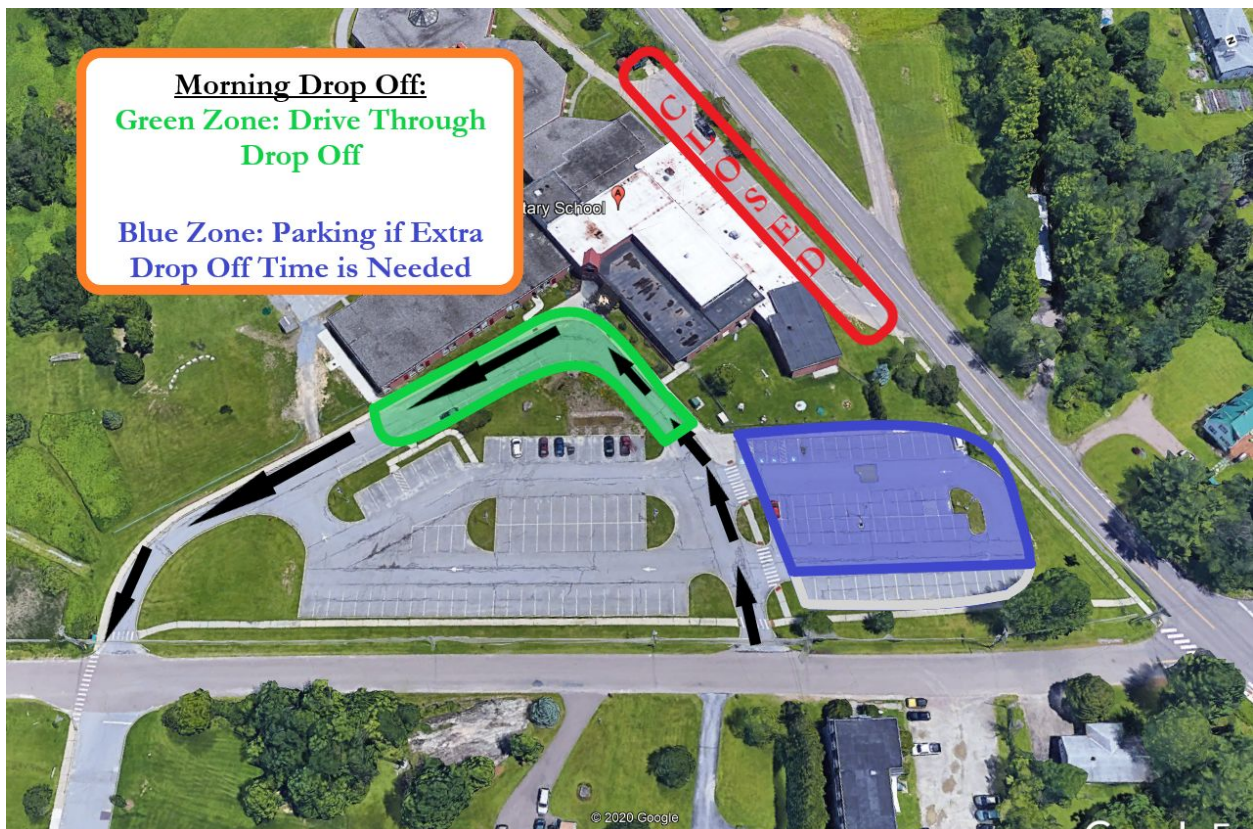
When we return from Thanksgiving break we will be starting our new (and hopefully improved) drop off and pick-up protocols. There are a number of reasons we need to move to these new systems, primary among these is the sustainability of having a sheriff here each day. Thank you so much for your flexibility with these systems so far; your cooperation is greatly appreciated during these times.

Beginning on Monday, November 30 **all drop off & pick-up procedures 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:**

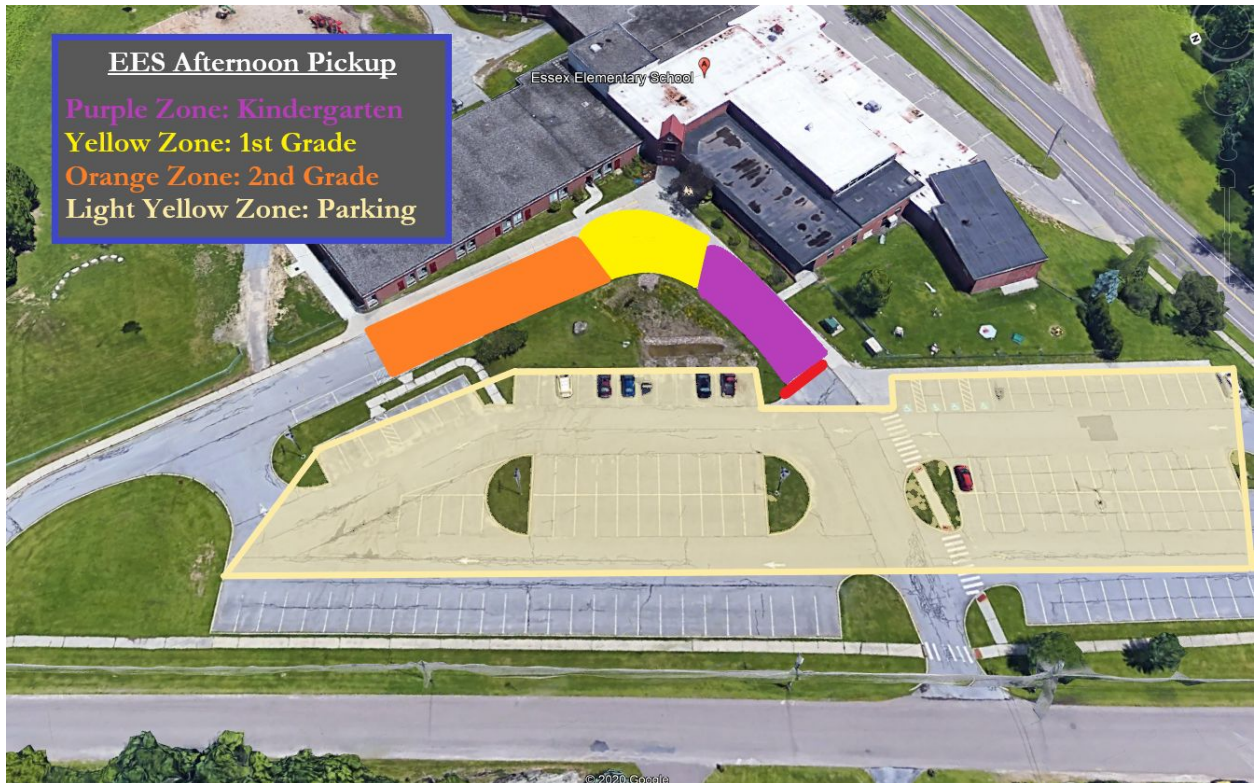
EES staff will be stationed at various points along the drop off loop to help children exit the vehicles. Cars should enter the Green Zone and pull as far forward as possible, following signals from the staff on duty. Children should exit vehicles from the passenger side whenever possible.

Families who need more time should park in the pre-school parking area (Blue Zone). If you choose this option adults **must walk the student to the sidewalk.** Please do not have them walk alone through the parking area.



**Afternoon Pick Up:**

All pick ups will now take place on the Bixby Hill side of the building. This will be a change for our kindergarten families. We have maximized space in the parking lot for families to use. Please use only marked parking spaces. Once the buses leave families may walk into the bus loop to meet their children. Kindergartners and their siblings will be in the Purple Zone. First graders will now be in the Yellow Zone, directly in front of the main entrance, and second graders will remain in the Orange Zone.



**Thank you for your continued flexibility and cooperation,  
Ashley & Peter**