

New Haven Elementary Permanent Parent Pick-Up Location Change Information

We have been advised that our parent pickup traffic is backing up on both Hicks Pike and US 42 which is prohibiting traffic flow. Our campus layout cannot support the amount of vehicles for permanent pickup up to continue in our bus loop. In order to expedite parent pickup and follow directives from the sheriff's department a location change for pick-up is necessary. Please follow the procedures outlined below:

Beginning Monday, August 28, 2017:

Location: Permanent Parent Pick-up will be located outside of the gym on the right side of the building. The door is labeled door D4.

Time: Dismissal will begin 3:35 and end at 3:45. If you arrive later than 3:45, you must report to the office to sign your child out. Three or more tardy pick-ups will result in your parent pick-up privileges being revoked, and your child will be required to ride the bus.

How:

Step 1: Park in a designated Parent Pick-Up spot. These areas are marked with "Parent Pick-Up Parking Only" signs. This area is directly in front of the "castle" and in the small paved lot across from the castle adjacent to US 42. Staff will be directed to not park in these areas. If there are no spots available due to visitors please park in the large lot near the playground and walk to door D4.

Double parking and parking in the yellow fire and delivery zones is NOT permitted. This is a directive from the Boone County Sheriff's Department.

- **If you are double parking or parking in fire zones your vehicle will be reported to the sheriff's department.**

Step 2: Hand your assigned car number ID to the staff member on duty. This will still take the place of a daily sign out sheet and anyone with your assigned number card will be permitted to transport your child.

Step 3: After students have arrived in the gym, the staff member will then call your child up to be dismissed. All students will exit the building; parents are not permitted to come inside unless previously checked into the office and wearing a red visitor's badge.

IMPORTANT

Individuals who do not present the student number card will be instructed to go to the main office and present proper identification to pick up their child. This is for the safety of our students.

Daily Pick-Up procedures and location (the end of Hallway "A" near the playground) **remains the same.** (This is for daily pick up and day care riders)

If you decide you no longer want your child to be Permanent Parent Pick-Up and ride the bus instead, you must have a Boone County Schools Transportation Form on file. These can be picked up in the main office at New Haven. Thank you for your understanding and cooperation.

