

THE HABERSHAM SCHOOL

Established 2012

Pick Up and Drop Off Procedure

Gould Cottage Drop Off (7:45-8:00 am):

- **Option A:** Drive through the back driveway – choose one of two lanes. Both lanes are open for drop off. Students will be greeted by a Faculty or Staff member and will enter through the back door.

*** Cars must enter 54th Street from Paulsen Ave. and take a LEFT turn only into the driveway. If both lanes are full, please circle around until space is available. Do not park or stop on 54th Street. Please pull forward to the concrete receiving area. Students should remain in their car until cars are pulled forward to this place. All parents should remain in their car at all times. No cell phone use at any time during the carline. Younger students needing assistance should utilize option B.***

- **Option B:** Park on the street in front of Gould Cottage (between the school and Hull Park). Parking along all sides of the park is also available. Please do not park on 54th Street! Once parked, simply walk your child to the front door where he or she will be greeted by a Faculty or Staff member.

Parents may walk younger students to their classrooms through Friday, August 19th. After that first week, parents should remain outside the building and allow their students to gain confidence and independence while walking to class. Faculty and Staff will be in the hallways should a student need assistance.

Gould Cottage Pick Up (Times vary below):

You may use **Option A or Option B** this year!

Important note regarding front door pick up: If you elect to pick up your student from the front of the building, a staff member will be at the door to call him/her from the classroom. Please do not enter the building to pick up your child from his/her classroom.

Once students exit the building, they are relinquished to your care. Children and parents will not be allowed back into the building once dismissed unless there is a previously scheduled appointment established with the teacher. Teachers and staff will be finishing up their day and really need to count on the fact that once students are called from their classroom, they are no longer responsible for their safety. Thank you for supporting them by being vigilant and watching your child after dismissal.

Pre K4: 1:00 Release – Please pull all the way forward and remain in your cars. Your students will be escorted directly to your car. Please do not come to the front door for pick up if your child is being dismissed at 1:00 pm.

Pre K4-12th grade: 2:50 Release – Please pull all the way forward and remain in your cars. Staff members will call students and direct them to the cars. Please read above note if you elect to pick your child up from the front of Gould Cottage.

Students not picked up by 3:10 will attend Aftercare.

Other Scenarios

In the case that we have significant rainfall during pickup, students may be directed to exit through the front door and load into cars on 55th Street under supervision. Drivers should always enter the back driveway, however, and wait to be directed by faculty or staff members. Thank you!