

**Franklin Elementary School**  
**Student Drop-off and Pick-up Procedure**  
*Explanation of section of street closed*

**New Town Ordinance:**

It is important for all parents to understand that the section of Evick Drive, directly in front of the school is closed to through traffic on all days when school is in session. There is to be no traffic through that area from 7:15 AM until 3:30. This area is now only open for bus delivery and pick-up, as well as trucks delivering school orders. This action is for the safety of our students during school hours.

**Drop-off and Pick-up Procedure:**

If you are dropping your child off in the mornings, please follow Dogwood Lane and turn left on Hillcrest Road, and then turn left on Sunset Lane. There will be someone at the crosswalk, in front of the school to assist your child across the street to the school. For safety purposes, we discourage getting out of your vehicle to walk your child into the school. If, however, you must do so, please park off to the side, allowing plenty of space for traffic to continue past you. There is an area at the end of Dogwood Lane adjacent to the playground that is reserved for visitors. After dropping off, please proceed left on Evick Drive and back to Dogwood Lane. Also, please try and drop off by 7:45 AM.

If you are picking your child up in the evening, please follow the same procedure as in the morning. Walkers are dismissed after the first load of buses have left, which is approximately 3:05. Please allow our bus duty staff to walk your child across the street to your vehicle. In order for your child to get his or her maximum instructional time and to eliminate distractions in the classroom, please refrain from picking your child up until 3:05. If, however, your child has a doctor's appointment or other necessary appointment, please park in the visitor parking area.

In order for the school staff to get your child where he or she belongs, at the end of the school day, it is essential that parents send a note with the child in the morning, informing the teacher of a change in departure. Calls should only be made if there is a change in plans after your child has come to school. In such cases, we ask that the school be notified as soon as the change of plans has been made. This will help eliminate confusion at the end of the school day.

Parents dropping handicapped students off or picking them up may wish to come in on Byrd lane and park in one of the handicapped accessible parking spots at the south end of the school.

September 2010