

**Arrival and Dismissal Procedures**  
**Lincoln Elementary School**  
**2022-2023 School Year**

**Preschool**

**Arrival and Dismissal**

Please be prompt when dropping off and picking up your child. Preschool drop-off and pick-up will take place at the former main entrance to the school (on Keller Avenue to the right of the new main entrance). Keep in mind that parking is limited, allow enough time to park your car and walk to the building. The children will line up on the ramp. Adults and children must wait outside until teachers and/or aides come to bring the class into the classroom.

On days that it is raining or extremely cold, we recommend waiting in your car until just before arrival time to come to the door. On these days, we will allow the children to come into the building between 8:25 and 8:30 to line up in the hallway near their classroom.

**Kindergarten through 3rd Grade**  
**Arrival**

**Our doors will be open at 8:00 a.m.** *Your children must be in their classroom prior to 8:30 a.m. If your child arrives at 8:30 a.m. or after they will be marked tardy.* If you drop your child off at 8:30 a.m. or after you must escort your child to the main entrance. Please ring the buzzer and someone will assist you.

If you are dropping your child off you will need to proceed down Central Avenue and pull into the entrance of the staff parking lot. Proceed past the fire escape and drive around the back of the building. The drop off will be on the side of the new addition. It is a **“drop and go”** in order to move the line as

quickly as possible. For the safety of the children do not allow your child to exit your vehicle until you have reached the designated location. There will be staff outside to help your child enter the building. Also, in order to help move the cars along as quickly as possible during arrival please have your child ready to get out of your vehicle as quickly as possible.

If you are escorting your child to school and not using the drop off lane, then the students will enter the building via the main entrance of the addition.

**Vehicles are NOT permitted to park on Keller Avenue alongside the Lincoln School Main Entrance or on the opposite side of Keller Avenue during arrival. In addition, vehicles are NOT permitted to park in the staff parking lot.**

## **Kindergarten through 3rd Grade Dismissal**

- All kindergarten students will exit the building via the main entrance.
- 2nd grade students will exit via (**Door 9**) in the staff parking lot which is along the Central Avenue side of the school building.



- 1st grade students will exit via (**Door 8**) in the staff parking lot along the Central Avenue side of the school building.





- 3rd grade students will exit via (**Door 3**) which is on the blacktop closest to George Street.



**Please note that your child will be dismissed only when a parent/legal guardian is present.**

**Once your child has been released to you please leave the school property promptly in order to help with the traffic flow.**

**After you have picked up your child at dismissal and are traveling down Keller Avenue you can only make a right hand turn. This will greatly assist with the traffic flow.**

**Vehicles are NOT permitted to park on Keller Avenue alongside the Lincoln School Main Entrance or on the opposite side of Keller Avenue during dismissal. In addition, vehicles are NOT permitted to park in the staff parking lot.**