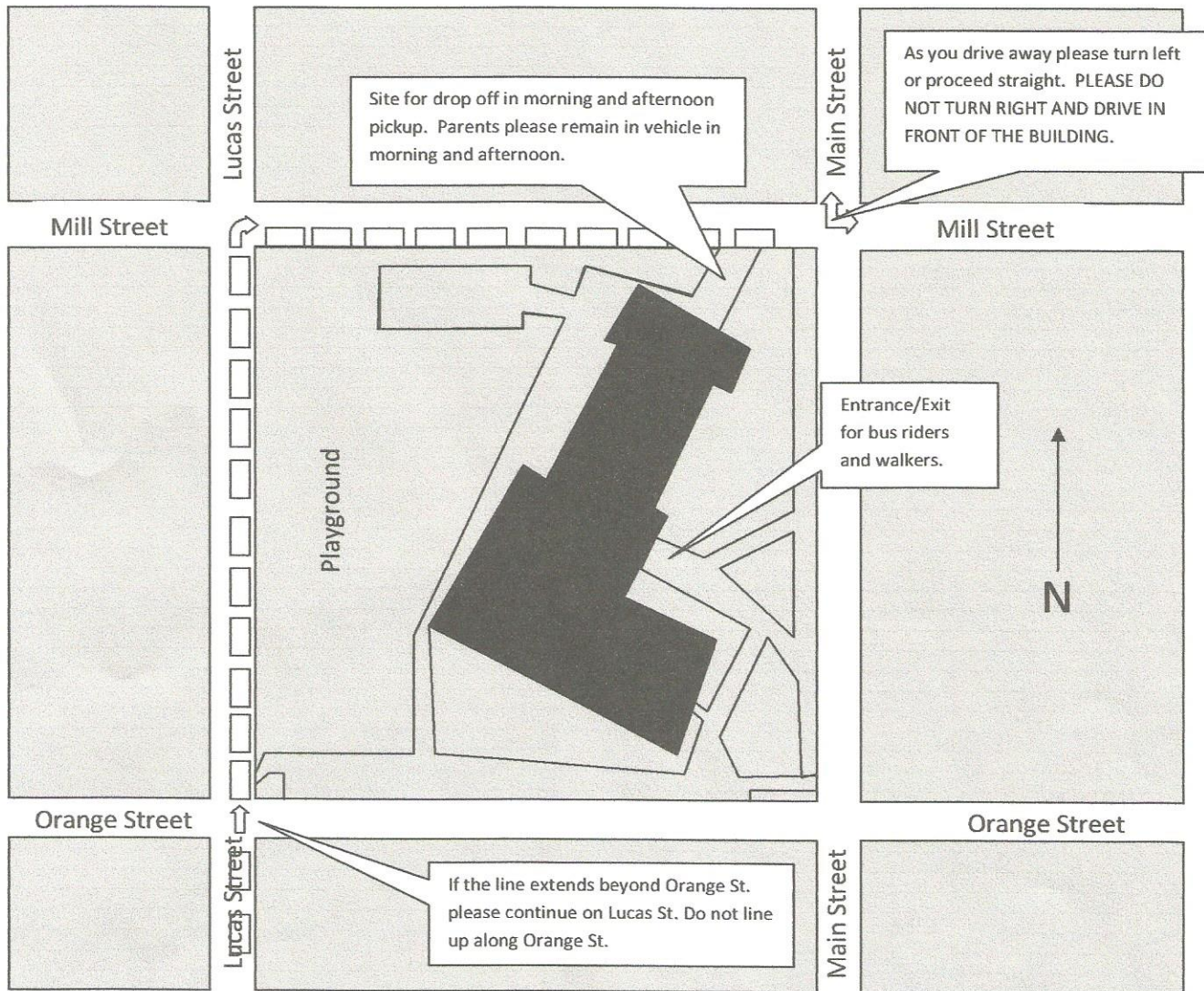


## Harlan Drop Off & Pick-Up Procedure



### Morning Drop Off Procedure

1. Pull up on Mill Street facing east so that the passenger side of the vehicle is facing the building.
2. Dropoff your student(s) at the end of the sidewalk at the door facing Mill Street.
3. Parents please do not walk your student(s) to the door so other vehicles do not have to wait for you.
4. As you drive forward please proceed straight on Mill Street or turn left on Main Street. Please do NOT turn right on Main Street.

### Afternoon Pick up Procedure

1. Please line up with the front of the line facing east (passenger door toward the school) along Mill Street. As the line reaches Lucas Street, please continue to extend south along Lucas Street along the back side of the playground.
2. Please remain in your car and place a sign with your student(s) name on your passenger side dashboard for our staff to read.
3. At 3:12 we will begin loading 3-4 vehicles at a time. Then the line will move forward so the next 3-4 vehicles will be loaded and so on.
4. As you exit the pickup site, PLEASE turn left on Main or continue straight on Mills Street. Please do NOT turn right on Main.