

BURR INTERMEDIATE SCHOOL ARRIVAL AND DEPARTURE PROCEDURES



ARRIVAL PROCEDURES

- The bus loop in front of the school building is closed to cars and is reserved for school buses only.
- The *Drop-off Area* is for children who are discharged from a car to walk into school. The Burr drop-off is located on the east side of the building. Children should exit from cars between 9:00 a.m. and 9:10 a.m. The *Drop-off Area* accommodates several cars at one time. Each car should follow the traffic flow of the *Drop-off Area* and parking lot. Please **do not turn left after dropping your child off in the Drop-off Area** as there are cars entering the parking lot and we want to avoid an accident.
- Please do not pull into the Handicapped Parking space to drop off your child. These spots are designated for cars with handicapped stickers. **AT NO TIME SHOULD THE DRIVER EXIT THE CAR WHILE IN THE DROP-OFF AREA.** All children should exit onto the sidewalk.
- If you wish to escort your child into the building, it is imperative that you park in a designated parking space.

DEPARTURE PROCEDURES

- If you wish to pick up your child, it is important that you park in the **East** side parking area (near the picnic area) so that you do not get blocked in by the buses.
- Drivers are not to park or get out of their cars in the driveway in front of the school building. The driveway is closed to cars and is reserved for school buses only.
- Double parking on Burr Road is unsafe and prohibited by law. Please be attentive to the Crossing Guard's directions.
- Please remember that dogs are not permitted on school grounds.

WALKER DISMISSAL

- ***Permanent*** (every day for the school year) walkers are dismissed at approximately 3:20 p.m. and will exit through the main doors. Parents can meet their children outside by the flag pole area.
- **DAILY** walkers (those who are being picked up, but usually take the bus) must have a **WRITTEN** note, which must be given to the student, faxed (858-3643) or emailed to the **school office**. If you send an email to the office, please call to confirm that it was received. **Phone requests without written follow-up will no longer be honored.** All requests should be received by **noon** on the dismissal date.
- If a **DAILY walker note** states that a specific person will be picking up your child, that person **MUST** come to the **main office** and show a photo ID in order to pick up that child.

We appreciate your attention to these procedures.