

## **DROP OFF AND PICK UP PROCEDURE**

### **PLEASE READ CAREFULLY**

**Please give this information to anyone who is picking up your child.**

Hingham Nursery School has a valet procedure for drop off and pick up. The **safety** of all is our first concern. Our second is to keep traffic from backing up on Rosemary Lane to Main Street.

Our goal is to ensure safety and traffic flow. Our parking lot and loop are one-way. We will only use the sidewalk side in front of the building when we take children in and out of cars. Please have car seats with uncomplicated buckles and straps on the passenger side of the car. We will not buckle a child into a car without a car seat.

Name sheets for your right hand side dashboard will be given on visiting day.

We need your full attention for the safety of all:

- Always **use your turn signal** on Main Street and Rosemary Lane.
- **Cell phones must be off** when you turn on to Rosemary Lane.
- **Put your car in Park when you are in the loop, dropping off or picking up.**
- **Please leave pets at home.**
- **Stay in your car**; a teacher will buckle your child if s/he is not able to do it.
- If the loop is full, pass through the parking lot and re-enter from Rosemary Lane.
- Avoid playing a DVD on the way to school. It can make for a difficult transition to school.

Please park in our lot if:

- Your child is uncertain that day about getting out of the car and needs extra time with you.
- You are driving another child and a car seat is left for you. We are unable to put car seats into your car. You can park and install the car seat.
- Your child is being picked up by a grandparent, friend, relative or someone we have not met. Please send a note, and have them park and come in.
- You wish to come in and see the classroom, sign up for snack, etc.
- **Please respect the marked handicapped parking places.**

When you are parking and walking into the school, for safety's sake, please use the crosswalk and **HOLD YOUR CHILD'S HAND.**

**Dismissal:** The children will be ready and on the benches in the lobby 5 minutes prior to pick up. It is important to be prompt in picking up your child. They can become anxious if left after the other children have gone.