

Arrival and Dismissal

Arrival

Students should arrive at school with ample time to deposit lunches, coats, boots, greet friends, and be in their classrooms before work begins at 8:30 am. Certain regulations governing arrival and dismissal are necessary to insure the safety of our children and to provide continuous supervision from the time the children arrive until they leave for home. When driving in the vicinity of the school, please turn off cell phones and do not drive any faster than 10 miles per hour.

- PreK2-Kindergarten — Nellie Leaman Taft Early Childhood Center
- Grades 1-5 — Due to the current construction of The Schiff Center for the Arts, drop off and pick up instructions will be shared with the Lotspeich community via email as construction demands change throughout the academic year.
- Morning Shuttle from Doherty to Hillsdale campus:
 - Leaves Doherty @ 7:45 am; Arrives Hillsdale campus @ 8:00 am
 - Leaves Hillsdale @ 8:00 am; Arrives Doherty campus @ 8:20 am

Dismissal

All children dismiss from the following locations:

- PK-2-Kindergarten — The Nellie Leaman Taft Early Childhood Center
- Grades 1-5 — Due to the current construction of The Schiff Center for the Arts, drop off and pick up instructions will be shared with the Lotspeich community via email as construction demands change throughout the academic year.
- ***If a child requires an early dismissal, please email and/or send a note to the office in the morning. Your child will be waiting in the office where you can sign him/her out. (Waiting outside of the classroom is distracting to students and teachers.)***

Dismissal Times

- ***3:15 pm and later:*** When grades 1–5 arrive at the Red Barn, the curb teacher indicates one of three pickup points to proceed to for pickup. The family name needs to be displayed on the windshield.
- The Afternoon Shuttle to Doherty from Hillsdale campus:
 - Leaves Hillsdale @ 3:21 pm; Arrives Doherty campus @ 3:35 pm
 - Leaves Doherty @ 3:40 pm; Arrives Hillsdale campus @ 3:55 pm
- ***Parking Options:*** If parking in a lot to meet a child in the Red Barn, please cross at the designated crosswalk. ***No Double Parking, Please.***
- ***Guideline:*** Please choose an alternate time to speak with teachers and other parents in order to ensure a safe and efficient departure.

- ***Change of Plans:*** To change pick-up plans on a given day, it is essential that arrangements are made and communicated to the office by 2:30 pm.

Patience and cooperation from all of us are necessary as three divisions converge at a common place and time. Awareness of crosswalks and pedestrians, in general, is important. ***Extreme caution at drop-off and pickup is an absolute necessity.***