

Please review the Master List Map and instructions below. We appreciate your cooperation in keeping the well-being of all children foremost in mind.

MASTER LIST DROP-OFF AND PICK-UP INSTRUCTIONS

- The Main Street/Rt. 119 entrance to the school's front parking lot has been blocked off. The Turnpike Road entrance to the school's front parking lot of the school is for master list drop-off and pick-up only from 8:45am-9:00am & 2:45 – 3:15pm.
- No student will be admitted for school before **8:45am**. The front door will be unlocked by school personnel when it is time for drop-off to begin and will be supervised by adults from Spaulding.
- All drivers dropping off or picking up students must enter the school's front parking lot from the Turnpike Road entrance, and then follow the **one-way traffic path**.
- Every family should have their Master List name card displayed on the driver's side dashboard or side window; if an approved person is picking up your children they **must** have the carpool name card in their window.
- All traffic must continue in a one-way direction, stopping only to allow children to enter and exit cars.
- Drivers should be extremely cautious, **refrain from cell phone** use, maintain a **slow speed** near the building and in the school parking lot and observe the **No Smoking** law for school grounds.
- **Children must enter and exit cars on the left side (driver's side)** to avoid walking in between cars.
- When waiting to drop off or pick up students, vehicles should **pull as far forward in the line as possible as directed by school personnel**.
- **Cars are not to be left unattended while in the drop-off/pick-up traffic path.** Traffic must flow as quickly and efficiently as possible.
- If for any reason you need to park your car during the drop-off and pick-up hours **you must** park in the **designated spots on Turnpike Road** by the playground fence and walk to the front Whitcomb Street entrance.
- If you need to dismiss your child during the day for an appointment, please send in a note to his/her teacher and come to the office to release them. After 2:45 pm parents will be expected to dismiss students using the outside procedure.
- You must **send in a note** to your child's teacher letting them know your child will be on "Master List" to ensure that they are in the master list line and not the bus line. Changes cannot be taken over the phone.
- Cars cannot be parked in the main lot or in No Parking zones during this time

