



Re: Pick-Up Procedures

Dear Spring Farm Parents,

At Spring Farm we have three options for student pick up at the end of the day.

1. Curbside pick-up - main entrance loop *registration required*
2. Park and pick-up - north doors (facing BAYT)
3. Walk home

Option #1: Curbside Pick-Up

In order to participate in the curbside pick-up procedure, please submit a registration form - [click here](#) - **by Friday August 24, 2018**. If not submitted by that date, you will not be able to use the main entrance loop for pick up during the first week of the school.

Before the beginning of the school year, you will be issued a Curbside Identification Number (CIN) and, on the first day of school, receive a CIN card for each vehicle. Parents are required to pull up to the main entrance loop, in a single line along the curb, with their CIN card prominently displayed. The teacher on duty will announce your CIN and the children will be released to come outside. In order to ensure safety and efficiency, **parents are advised not to leave their cars during this process,**

Option #2: Park and Pick-Up

Parents must park in the BAYT parking lot **in marked parking spots only** and come to the north doors to get their child(ren). The teachers on duty in that area will supervise while children connect with their parents. **In order to ensure the safety of those walking to and from the parking lot, parents should neither park nor drive in the lane at the south end of the BAYT parking lot.** This area must remain free of vehicles during the pick up procedure. For everyone's safety, orange pylons will be placed to block vehicle entry into this "no-drive" lane. Parents picking up in this area may not enter the building.

Students are supervised until 15 minutes after dismissal.

Option #3: Walk Home

In order to grant your daughter permission to walk home on her own, parents must complete the Walk Home form - [click here](#).

Parents who do not submit either of the electronic forms linked in this document will only be able to use Option 2.

Sincerely,

Mrs. H. Schechter

Mr. A. Komlos

Menacheles

General Studies Principal