

# Drop-Off and Pick-Up Procedures for Thomas Metcalf Laboratory School

## DROP OFF

The following are the locations for drop-off:

- HILIA - will drop-off at Fairchild Hall in the circle drive on Dry Grove St.
- Preschool – (both 8am and 12pm drop-offs) – will drop-off at Fairchild Hall in the circle drive
- Kindergarten- drop off in front of Metcalf in the circle drive on University St. - use the full circle and stay in one lane. Please wait for all of the cars to move forward - do not pull out of line.
- Grades 1 - 8 - drop off in the back - enter off of Dry Grove and exit onto Main Street - one lane only. Please wait for all of the cars to move forward - do not pull out of line.

## PICK UP

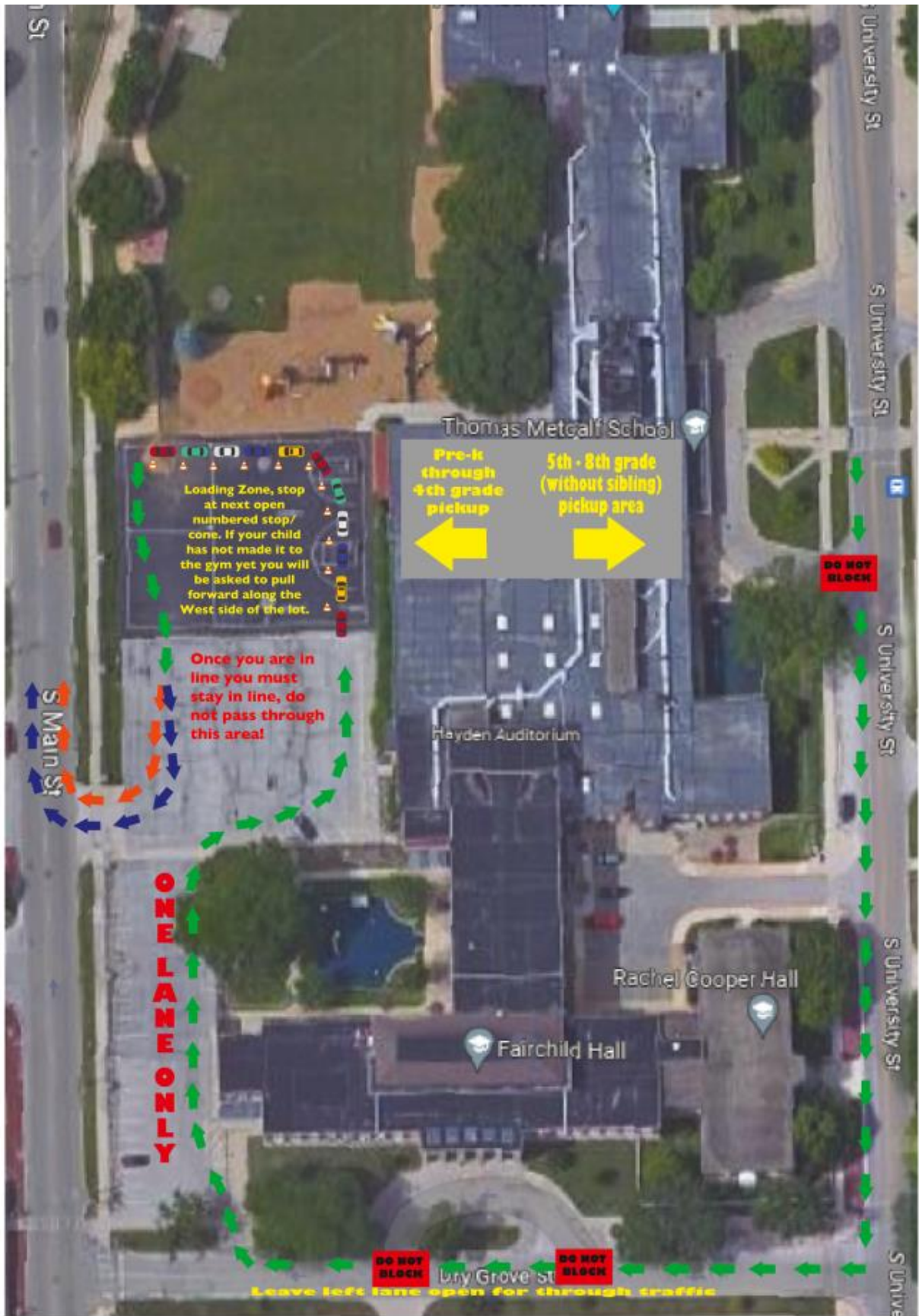
The following are the locations for pick-up:

- HILIA - pick up at Fairchild Hall in the circle drive on Dry Grove St.
- Pre-School
  - Ms. Wargo's 11am pick-up: Fairchild Hall in the circle drive on Dry Grove
  - Ms. Wargo's and Ms. Petsas' 3pm pick-up: PLUS OLDER SIBLINGS - pick up in the back, in a single line around both playgrounds - enter from Dry Grove and exit on Main street. Students should enter car from the passenger side
- Grades K - 4 PLUS OLDER SIBLINGS - pick up in the back, in a single line around both playgrounds - enter from Dry Grove and exit on Main street. Students should enter car from the passenger side
- Grades 5 - 8 WITH NO YOUNGER SIBLINGS- pick up in front of Metcalf in the circle drive (these are our oldest, most responsible students, please do not feel like you need to arrive extra early - this line will move quickly and will not back up on University as much if parents are not arriving at the same time)- students should enter car from the passenger side

## NOTES

- Pick up will begin at 3:00 and end at 3:20ish - Please do not plan to arrive before 2:50 because we will not be set up for pick up. (Children may still be on the playground for PE)
- On Dry Grove St, Metcalf pick-up will use the right lane and the left lane will be used for through traffic. Please be aware that busses will be pulling in and out of the Fairchild Hall circle drive, so we ask that you leave the entrance and exit clear when lining up.
- The line in the back will be a single line until the exit on Main Street when we will ask you to get into two lines if possible.
- Please stay in your car - we will have staff available to help students get in or out of the car if needed (with all cars moving out at the same time, it will slow the process if parents are getting out of their cars).
- Please have your pick-up tag in the front passenger window so that it is clearly visible to those working the pick-up line.
- If your child is not out yet, please pull forward to the front of the line to allow more cars in the loading area (Our staff is making a commitment to have students to the gym ready for pick up by 3:00).

Thank you and see you soon!  
Metcalf Administration Team



S Main St

S University St

S University St

Thomas Metcalf School

Loading Zone, stop at next open numbered stop/cone. If your child has not made it to the gym yet you will be asked to pull forward along the West side of the lot.

Pre-K through 4th grade pickup ←

5th - 8th grade (without sibling) pickup area →

DO NOT BLOCK

Once you are in line you must stay in line, do not pass through this area!

S Main St

Hayden Auditorium

S University St

ONE LANE ONLY

Rachel Cooper Hall

S University St

Fairchild Hall

DO NOT BLOCK

Lory Grove St

DO NOT BLOCK

S University St

Leave left lane open for through traffic