



Thomas Metcalf Laboratory School
7000 S. University Street
Normal, Illinois 61790

Dr. Jason Surian, Principal
Megan McMullen, Assistant Principal

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

Our goal during arrival and dismissal is to ensure student safety as they enter and exit school. Secondly, we want to maintain efficiency with the established traffic patterns. Please note there may be an influx of vehicles during inclement weather days and to allow for more time. Illinois law prohibits the use of cell phones in any school zone.

Morning Drop-Off

- Drop-off is 7:30am-8:00am
- Students should stay in vehicles until 7:30am.
- If your student arrives at school after 8:00am, please use the Front Circle Drive. Students will check into the Main Office prior to going to class.

Drop-Off at Front Circle Drive (Kindergarten and 1st Grade)

- Students can exit their vehicle when the vehicle is in the *right lane* of the circle drive and from the right, passenger side of the vehicle.
- Students can only be dropped off between the *two yellow poles* (picture below).
- Any family with a kindergartener or 1st grader may use the Front Circle Drive as one Drop-Off Location. Older students will then walk through the main entrance to their grade level spaces.

End Drop-Off Area

Metcalf Front Circle Drive

Begin Drop-Off Area



Preschool

- Morning Drop-off location: Fairchild Hall Circle (Dry Grove Street)
 - Students will be greeted by a staff member at the Fairchild entrance and walked to the Preschool Playground.
 - Inclement weather: students will be walked to the Small Gym.
- Afternoon Preschool Drop-Off takes place 11:55am-12:00pm.
 - Mrs. Mattoon's class drop-off location: Fairchild Hall Circle (Dry Grove Street)
 - Mrs. Wargo's class drop-off location: Front Circle Drive (University Street)
 - Students will be greeted by a staff member at each entrance.

Fairchild Hall Entrance



Kindergarten

- Drop-off location: Front Circle Drive (University Street)
- Students will enter the Kindergarten playground gate and wait in the playground area until they are dismissed to their classroom.
 - Inclement weather: students will enter the main entry doors and proceed to the Small Gym.

Kindergarten Playground Entrance

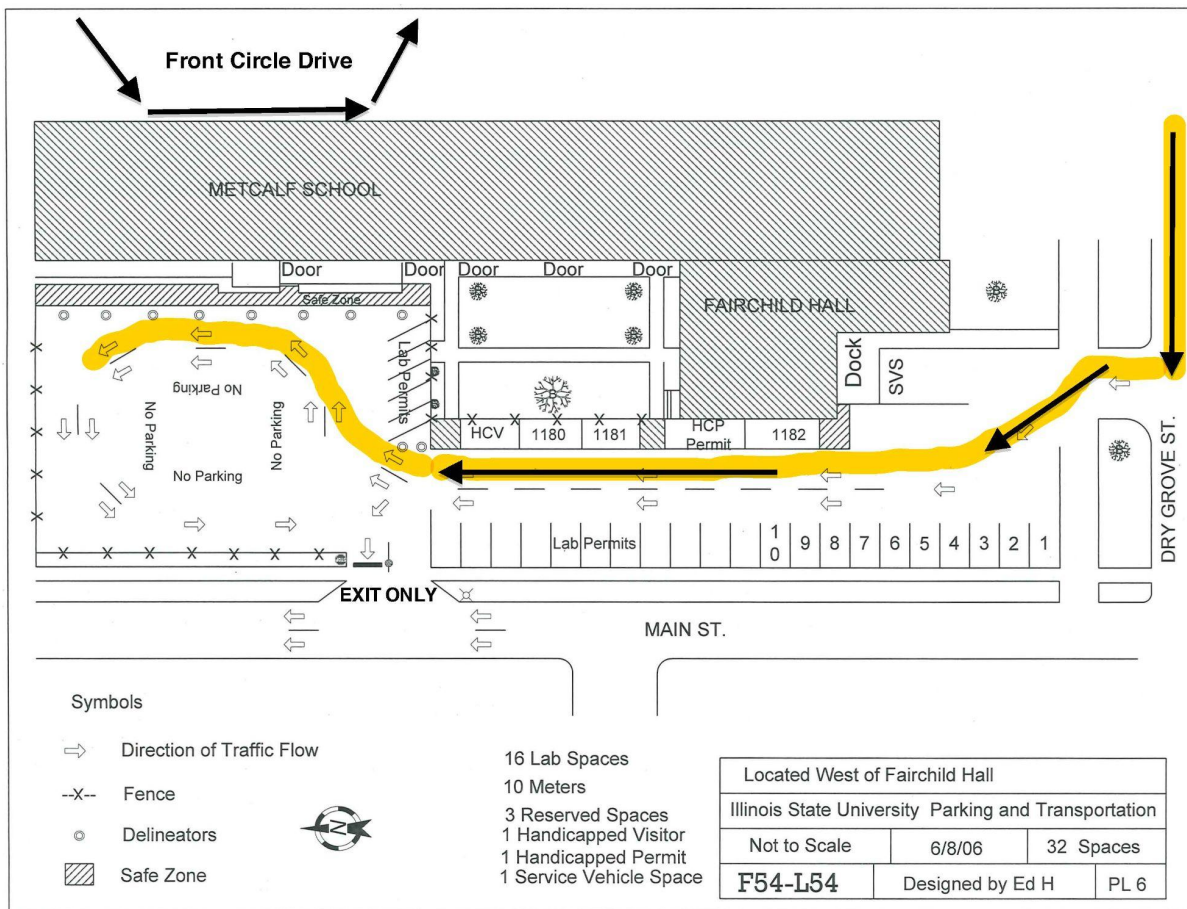


1st Grade

- Drop-off location: Front Circle Drive (University Street)
- Students will walk through the main entrance and straight ahead to the back exit behind the stairwell to the back playground.
- Students will wait on the playground until they are dismissed.
- Students will use the Large Gym Exterior Entrance to then go to their classroom.
 - Inclement weather: students will proceed and wait in the Small Gym.

Drop-Off at Back Lot (2nd-8th Grade)

- Students will exit on the right, passenger side of the vehicle.
- Pull your vehicle all the way up to assist with the flow of traffic.
- Students can only be dropped off in the designated safe zones and alongside the cones.
- Students are not to be dropped off on Main Street or Dry Grove Street.



2nd Grade - 8th Grade

- Drop-off location: Back Lot
- Students will walk through the entry-way to the playground where they will wait until they are dismissed.
- Students will use the Large Gym Exterior Entrance to then go to their classroom.
 - Inclement weather: 2nd-6th grade will enter and proceed and wait in the Large Gym. 7th and 8th grade will enter and proceed to wait in the 7/8 Hallway.

Afternoon Pick-Up

- Pick-up is 3:00pm-3:20pm.
- Signs with student name and grade should be visible in the car window.
- Students should enter the right, passenger side of the vehicle.
- Stay in line to follow the traffic flow and pattern.
- Students are not to be picked up on University, Main, or Dry Grove Streets.
- At 3:20 students will be sent to the After School Program.

Preschool

- Morning Preschool Pick-Up is at 11:00am.
 - Mrs. Mattoon's class pick-up location: Fairchild Hall Circle (Dry Grove Street)
 - Mrs. Wargo's class pick-up location: Front Circle Drive (University Street)
- Afternoon Preschool Pick-Up is at 3:00pm
 - Mrs. Mattoon and Mrs. Wargo's classes will be located in the Front Circle Drive.

Pick-Up Front Circle Drive (Afternoon Preschool, Kindergarten, and 1st Grade)

- Pick Up Location: Front Circle
- Families with a kindergartener or 1st grader, may pick up all students in the Front Circle.
- Drivers will use the right lane and stay in their vehicle.
- Students will stay on the sidewalk area waiting to be escorted to their identified vehicle.

Pick-Up Back Lot (2nd-8th Grades)

- Enter the Back Lot from Dry Grove Street
- Please give right of way to buses or district vans as they safely pick up HILIA students on the South Side of Fairchild Hall.
- All cars will use the left lane on Dry Grove.

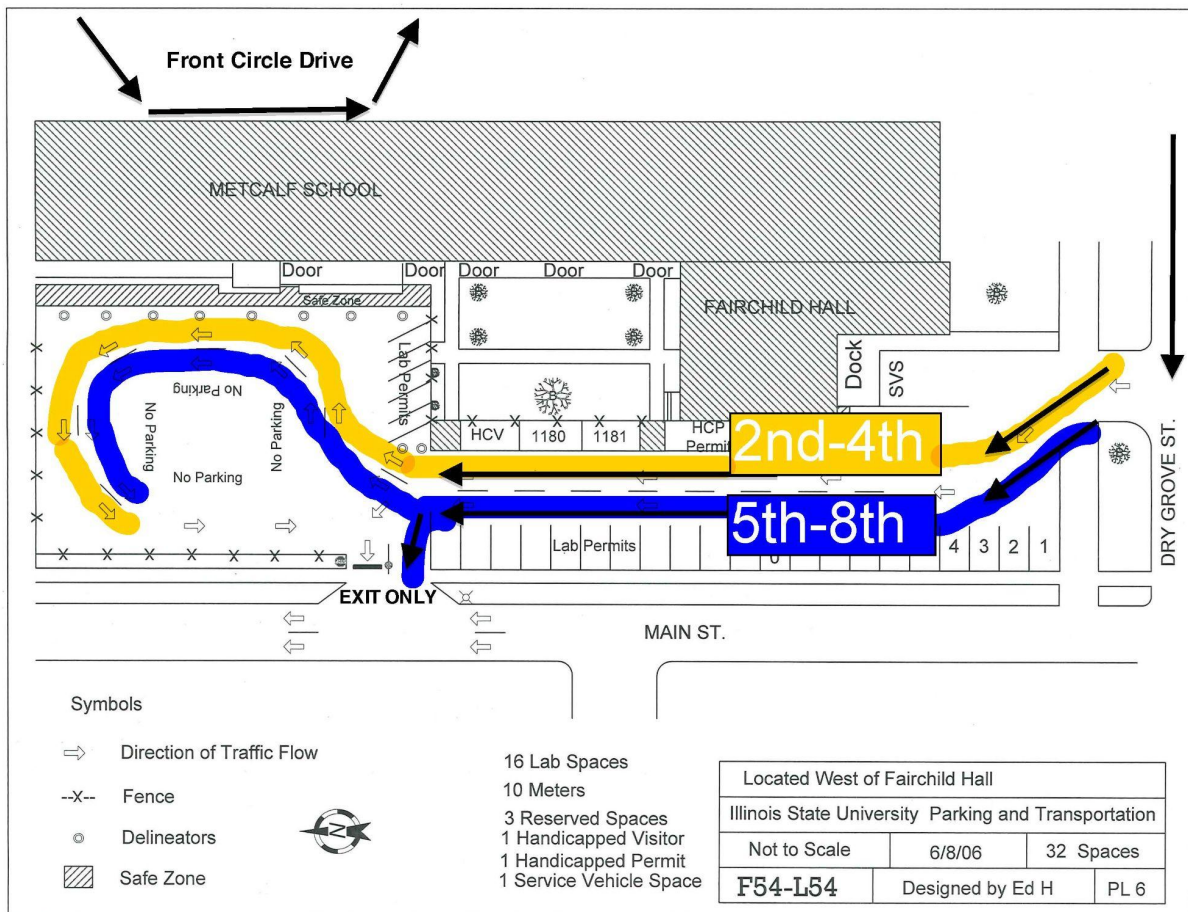
Dry Grove Street Entrance



Left Lane: Metcalf Car Pick-Up

Right Lane: Thru traffic
and HILIA transportation

- Please refer to the map below for Traffic Flow
- Two Lanes (see map below):
 - Inside Lane - 2nd grade - 4th grade and older siblings.
 - Outside Lane - 5th grade - 8th grade students only.
- 2nd-4th Grade car lane will continue along the fence to exit in the right lane onto Main Street.
- 5th-8th Grade car lane is able to exit left onto Main Street or continue in the second lane to merge in the right exit lane.
- Pick-Up Locations
 - 2nd- 4th grade: Black Top or Large Gym during inclement weather
 - 5th - 8th grade: Preschool Playground or 7/8 hallway during inclement weather.



Thank you for following the drop-off and pick-up procedures at Metcalf Laboratory School. Student safety is our first priority, and we appreciate everyone's efforts in partnering to ensure our students arrive to and from school safely.

Thank you,
 Dr. Jason Surian, Principal
 Megan McMullen, Assistant Principal