



**PLYMOUTH  
MEETING  
FRIENDS SCHOOL**

# Drop-off & Pick-up Procedures

*During the school year, buses from more than twelve school districts drop off and pick up children at PMFS. Also, many parents drive children to and/or from school. Moving all our students from home to school and back again, all the while knowing how, when, and where they are going, is a big job. It is a job that PMFS does well because we (PMFS staff, faculty, and parents) work together at it. Here is what you need to know to be part of this operation.*

## How do I drop my child off at school?

Always enter the school using the Butler Pike entrances (Germantown Pike is used as an exit only).

**For students to walk independently:** All students K-6 may disembark at the upper campus where there is a teacher on duty from 7:45am to 8am; the drop-off location for cars and buses is past the music building, just inside the gate, outside the Meetinghouse. Students walk in pairs to their classrooms.

**To accompany students to their classrooms:** At upper or lower campus, you may park and accompany your child into the classroom. All Pre-K students are accompanied into their classroom by a parent.

**Children may not be dropped off in front of a building. No student should ever cross the parking lot without an adult.** Parents going to the office or a classroom must park in a designated parking space and accompany their child in the parking lot.

**Late arrivals (after 8:00 am):** Pre-K and Kindergarten students go directly to their classrooms. 1st - 6<sup>th</sup> Graders come with their parent to the main office before going to class to check in and notify Maeve how they will be getting home that day.

## How do I pick up my child from school?

**Pre-K:** Parents park at the lower campus. They go into the classroom to pick up children.

**Kindergarten:** Parents picking up may either remain in their cars, forming a line in the driveway, so that Kindergarten teachers can bring children to their waiting parents, or they may park and go into the classroom to pick up children.

**Grades 1-6:** Parents wait for children on the blacktop, outside the main building. Students may also wait in the front hall of the main building outside the office, depending on time and weather.

**Early pick-up at the upper campus:** Please report first to the main office. Teachers will make every effort to have children ready to leave promptly.

## **Questions?**

Feel free to contact Maeve Sutherland at [office@pmfs1780.org](mailto:office@pmfs1780.org). Or just stop in the Office and say hello!