

ELM STREET ELEMENTARY SCHOOL

Superintendent of School
SCOTT K. PORTER

P.O. Box 229
East Machias, ME 04630
Tel (207)255-8692

Principal
TONY L. MAKER

Director of Special Services
MARY E. MAKER

Fax (207) 255-5800
www.elmstreetschool.us

Friday, September 4, 2020

Dear Elm Street Families,

The purpose of this letter is to outline the drop off and pick up procedures. It will be confusing for a while and adjustments will need to be made but we believe this is the best plan to safely have students enter and exit the building.

There are 3 locations to enter and exit the building-

1. **YELLOW**-Main Entrance- Grades Pre-K, K, 1, and 5
2. **BLUE**-East Entrance- closest to rte 191- Grades 2, 3, and 4-(1 door for each grade)
3. **GREEN**-West Entrance- near basketball court- Grades 6, 7, 8, and all bus students

Drop Off On Tuesday, September 8

- Students should be dropped off closest to their entrance. If you have children at multiple entrances, drop off at **YELLOW** and they will be directed from there.
- Parents should not enter with their student with the exception of day one if it is a younger student, a new student, or if the parent deems it necessary. Masks must be worn from the car and back to the car. If you need to bring your child in, please do not park directly in front of the building or along the sidewalk.
- No vehicles will be allowed near the **GREEN** entrance as that is for buses and staff parking only.

Pick Up On Tuesday, September 8

- Bus students will be released at 11:15(Sept 8-11) and 2:25 on full days
- No vehicles will be allowed near the **GREEN** exit until the buses have departed.
- Other students will not be released from school until buses have departed. Please do not call the school to have your child released early except for occasional emergencies or appointments and please send a note on that day if at all possible.
- Students will be dismissed for 15 minutes or more after the buses have left so please do not feel that you must arrive right at dismissal as it will cause congestion.
- As you enter the school grounds you will identify yourself to the person on duty and proceed to the general area of your child's exit. Your child's name will be radioed to the office and he/she will be dismissed.

- **If possible, in large letters, write the first and last names of the child or children(with grades) on an 8 x 11 sheet of paper and place it on the passenger side dash.**
- **There will be staff members in multiple locations to help students during dismissal**
- **If you are a parent of a young student (Pre-K- 2) with no older siblings and you must park away from the sidewalk, please leave your car and walk toward the correct exit to pick up your child.**
- **Families with multiple children will pick them up at the exit of the youngest child.**
- **Once you have your child, please carefully exit the school property to make room for other families**

This is a learning curve for all of us. I ask that you be patient with us as we do our best to have students arrive and depart from the school in an efficient, effective, but most of all, safe manner.

Thank-you

Tony L. Maker