

# SOUTH STREET SCHOOL

130 South Street · Manorville, NY 11949 · (631) 801-3140 · Fax (631) 878-4954 · [www.esmonline.org](http://www.esmonline.org)

JOSEPH A. STEIMEL  
*Superintendent of Schools*



JOHN-MICHAEL J. JACKSON  
*Principal*

## South Street School Pick-Up and Drop-Off Procedures

Below is the process we use at South Street School for accepting and releasing children each day. We would ask that you be patient and understanding the first few days of school, as we typically do not know how many students will be dropped off each day and those that will be taking the bus.

### AM Drop-Off

Please arrive no sooner than 9:05 each morning to ensure that staff are in place to receive the children. When you arrive, please enter through the **Eastside** entrance marked ENTER and join the drop off queue. *Please note, parents will not be permitted in the lot prior to this time to ensure South Street remains open for all traffic.*

Staff will be available to assist children as they exit vehicles and guide them into the building. Once inside, staff will guide children to their classrooms with monitors at various stations throughout the building.

Please be sure to move your vehicle toward the parking lot EXIT promptly after your child has been let out so that the drop offline moves quickly and seamlessly.

### PM Pick-Up

At the end of the school day, all students signed up for pick up will be guided from their class to our Parent Pickup area at the Eastside of the building near the gym. Parents are asked to arrive **by 2:25** and park in the Easternmost lot to allow sufficient time for safe pickup and create a steady flow within the parking lot.

Beginning at 3:30, we will begin dismissing grades in the following order: **Kindergarten, First Grade, and Second Grade**, approximately 2-minutes apart. We would ask that you line up along the fence just outside the East doors and listen for your child's name to be called. Students will wait inside the building with staff until a parent/guardian arrives for them.

Please have your ID with you when you pick up your child to make the process as efficient as possible. We're not all as recognizable at first, but we'll get pretty good at recognizing families after the first few weeks of the school year.

We're looking forward to sharing this wonderful journey with your children!

Regards,

A handwritten signature in black ink, appearing to read "J. Jackson", written over a white background.

John-Michael J. Jackson  
Principal

*Together We Build Excellence*

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