

## MES PICK UP PROCEDURE

- **Please do not pull in the front of the building BEFORE 3:30 p.m.** If you arrive early you can pull in a parking spot or begin the line in the parking lot. Please DO NOT block the traffic flow around the building though.
- **Adhere to your entry times**
  - #1-40 3:35 p.m.
  - #81-120 3:35 p.m.
  - #41-80 3:40 p.m.
  - #121-180 3:40 p.m.

This means that you don't enter the hill until at that time or slightly after that time. It is not beneficial to come early, because your students are still in class. The times listed are the times they are leaving their classroom. They won't actually be down at that time. It will depend on their classroom location. We are trying to keep as much instructional time as possible.

**\*\*It is very important that the Matson Learning Center/Media Center (Jr./Sr. High lot) pick up area not enter the lot prior to 3:35. We DO NOT want a line until that time because we block the entrance to the building.** If you arrive early pull in an empty spot until time to get in line. We appreciate your help!

- **DO NOT ENTER THE PICK UP LINE UNTIL YOUR TIME!**
- If you are in the line at the wrong time we will ask that you circle around.
- Please hold up or display your number. This will be especially important in inclement weather, as we will be calling into the building for those students to exit. Also remind your child of their number, so they can know when they are called.
- Please pull all the way to the front of the yellow dashed pick up area, so we can load multiple cars at a time.
- **Please utilize both lanes in the parking lot to ensure we keep cars off the hill.**
- If possible, please have your students enter the car from the sidewalk side.
- DO NOT get out of your cars.
- Please be respectful and considerate as cars enter and exit the lot. All of you are trying to pick up your child safely and get home as quickly as possible. We, as a staff, will do our best to ensure that your child is safe, but also trying to keep this process quick for all involved.

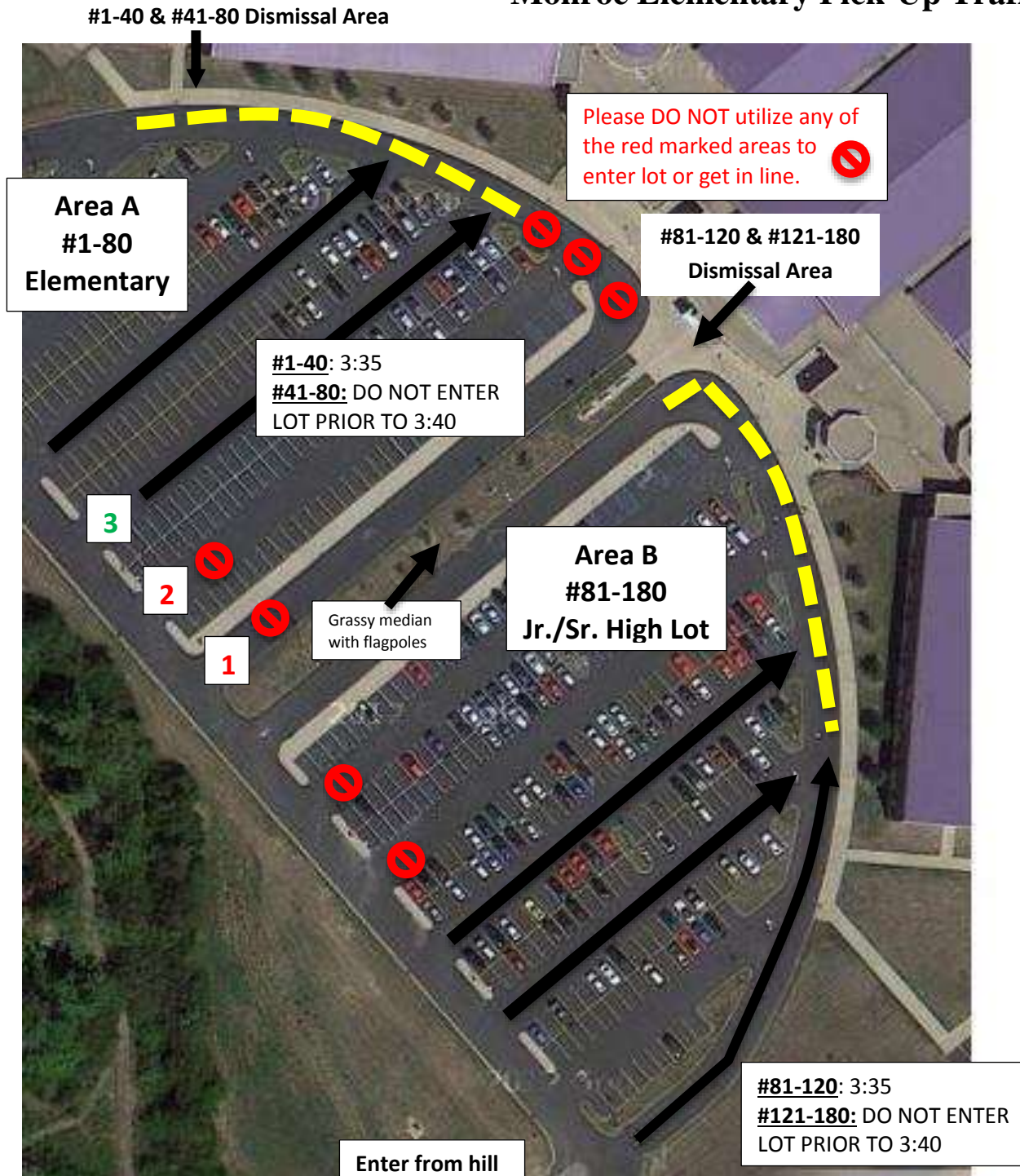
If you have any questions, please don't hesitate to contact me.

Nancy Stratton, Principal

[nstratton@monroelocalschools.com](mailto:nstratton@monroelocalschools.com)

513-539-8101

# Monroe Elementary Pick-Up Traffic Flow



## Pick Up Procedure:

**#1-40 Group: 3:35**, students are dismissed at 3:35 so we will begin in **Area A** as soon as they arrive generally no earlier than 3:37

**#81-120 Group: 3:35**, students are dismissed at 3:35 from classrooms, so we will begin at **Area B** as soon as they arrive generally no earlier than 3:37

**#41-80 Group: 3:40**, students will be dismissed with bus riders, so they will begin in **Area A** as soon as #1-40 group has cleared and the students have arrived from their classrooms

**#121-180 Group: 3:40**, students will be dismissed with bus riders, so they will begin in **Area B** as soon as the #81-120 group has cleared and the students have arrived from their classrooms

**NO ASSIGNED NUMBER/BUS RIDER:** If you need to pick up your child you will follow the **#121-180 GROUP** schedule listed above. Please be sure you have sent a note or completed the online form PRIOR to 10:00 a.m.