



Central Middle International School

September 6, 2019

Dear Parent/Guardian,

We are off to a great start this school year! The parking lot on the west side of the building will soon be open for parent drop-off & pick-up so we wanted to take a moment and go over our new procedures that will begin on **Monday, September 9, 2019**. The west parking lot is located off of Union Street. This parking lot is being designated for parent drop-off & pick-up to provide a safer location for our students arriving to school or being picked up by car. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. We ask everyone to correctly follow our new pick-up and drop-off procedures.

General Information:

- Doors open for breakfast at 7:45 a.m.
- Doors open for all students at 7:55 a.m.
- When the morning temperatures become cooler, students will wait in the Central gym from 7:45 a.m.- 7:55 a.m. until the dismissal bell for class.
- All busses will unload & load on Superior Street. Superior Street will be utilized as a bus lane only.

Procedures for entering the west parking lot:

- Pull your car as far forward into the loading zone as traffic allows. Unloading zone begins at the west end of the horseshoe and runs the length of the sidewalk (see attached map).
- The parking lot is a one lane drop-off & pick-up area. Do not pass other vehicles once you are in the horseshoe area.
- Students can unload and/or load from PASSENGER SIDE of vehicle only from 7:45 a.m. to 8:05 a.m. and 3:00 p.m. to 3:15 p.m. The driver should remain in the vehicle at all times and all driver side doors are to remain closed. No trunk unloading/loading allowed in this zone.
- Keep pulling forward and fill in all gaps in Loading Zone Lane.
- Once your student has exited/entered your vehicle you may exit the parking lot via Union Street.
- The West Parking Lot drop-off can be utilized from 7:45 a.m. to 8:05 a.m.
- The West Parking Lot pick-up can be utilized for dismissal from 3:00 p.m. to 3:15 p.m.
- The Main Entrance doors should be utilized for extra-curricular activities pick-up.
- If you arrive to school after 8:05 a.m., your student should use the Main Entrance on Superior Street.
- If you need to come in to the school for any reason please park in the north parking lot across from the Main Entrance to the school off of Superior Street.

Thank you for your continued support in making Central Middle International School a safe environment for all!





CENTRAL MIDDLE INTERNATIONAL SCHOOL

STUDENT
ENTRANCE

