INSTRUCTIONS FOR DRIVERS

AM
1. Parents will pull up along sidewalk
2. Students will walk the sidewalk and in main doors (green arrows)
3. Staff member will be directing traffic to avoid a bottle neck.
4. Carefully exit lot

PM
1. Parents can pull up all the way until the 3rd cone to sit and wait prior to school’s release
2. Once your car is loaded, check for students jaywalking, prior to pulling away from sidewalk
3. Exit Lot carefully watching for students walking

* If you are in need of a handicap spot, our traffic director will be able to move the cones for you to leave*
**Spots & Duties -**

**Runners—**
1. will go to cars in order  
2. Fill out sheet on clip board  
3. Take sheet to proper last name podium  
4. Schedule checker will mark boxes for which supplies  
5. Runner will take sheet back and go to all the numbered tables  
6. Table support will help runners collect correct supplies  
7. Runner takes back to original car  
8. repeat  

**Table support -**
1. Runners will bring checklist to your tables  
2. Help them select correct supplies  

**Schedule Checkers -**
1. Runners will bring checklist to you  
2. Find student schedule  
3. Check appropriate boxes for that student  
4. Return checklist to runner waiting