DROP OFF AND PICK UP PROCEDURES

Jefferson Middle School: A STEAM Academy, has very limited parking space. Before and after school can get very congested due to bus loading and unloading. Following are a few suggestions designed to ease congestion and facilitate a smooth drop off and pick up. Please consider the following suggestions.

**Bus lanes are located on the south (Rogers Street) side and the north (Hickman Ave.) side of the building. Please refrain from stopping/parking in that area during morning drop off (7:00-7:15a.m.) and afternoon pickup (2:15-2:45p.m.).**

**Drop Off and Pick Up Procedures:**

Parents dropping off children should go to the west end of the building and turn right heading east on Hickman Avenue. Students may be dropped off starting at 7:15a.m. on the north side of the building. The four-door entrance by the media center will be accessible at 7:05a.m. for all students. Students may be picked up at the same location at 2:45p.m. Once your child has been dropped off or picked up, you may travel north exit via Eighth Street.

As buses will be loading and unloading on both the north side and south side of the building, parents should avoid these areas until loading and unloading of buses is completed. Buses should be unloaded by 7:15a.m. in the morning and loaded by 2:45p.m. in the afternoon. After that time, parents picking up or dropping off on Rogers Street should pull to the side of the road out of the lane of traffic to pick up or drop off a child. Students should utilize the cross walk to ensure their safety in crossing the road. Please **DO NOT** stop at the cross walk, in the lane of traffic, and allow your student to exit or enter your vehicle. It is unsafe for your child and stops the flow of traffic.

**Parking:**

In the event you have business that you need to conduct at JMS, the 30 minute parent parking lot is accessible on the southwest side of the building off of Rogers Street. Again, I would encourage parents to wait to access this parking area until buses are finished loading or unloading. As Rogers Street does not have available street parking during the day, this is the best location for parking for school business.

We appreciate your assistance in making the dropping off and picking up of our students a safe process. Your cooperation in this matter is greatly appreciated.

Dr. Greg Caine, Sr.
Principal
Jefferson Middle School