

PROCTOR ELEMENTARY SCHOOL



SARAH L. O'LEARY
Principal

PROCTOR SCHOOL TRAFFIC PATTERN

Here are some notes regarding drop off and pick up at Proctor School.

Before school drop off should follow a pattern according to grade level. Fourth grade parents should proceed into the driveway and move *past the office area* and proceed to the end of the fourth grade wing. By dropping 4th graders off at the far end of the building, they are best able to proceed to the playground/basketball court area for morning line up.

Fifth and sixth grade students may be dropped off as you approach the school library area. They can then proceed along the exterior *front* of the building to their line up areas.

Afternoon pick up requires parent cooperation. We would ask parents who arrive first to proceed to the farthest end of the building (the area closest to the tennis court). We would ask parents to fall in behind the early arriving drivers. Problems exist at Proctor when people double park and students move between cars and across our driveway to get to their ride. Your cooperation in this regard is appreciated.

Finally, we would ask that parents not try to access the school through the Town Hall parking lot. Automotive traffic and our walking students create safety concerns in that area. Staff coverage in the line up areas begins at 8:30AM.

Sincerely,

Sarah L. O'Leary

