

## HARTFORD SCHOOL END OF DAY PARENT PICK-UP

*If you are picking up your child on an ongoing basis, or on a particular day, please send in a note indicating who will be picking up.*

*Parent pick-up will begin at approximately 2:30 pm – thank you for your patience!*

- **From Hartford Road**, please enter the parking lot **via Jefferson Street**.
- **Turn left** to get to the **Lower Parking Lot** and park in a designated space.
- **Use walkway** to come to the **SIDE DOOR For Parent Pick-Up location**.
- Please come prepared with your **PHOTO ID and YOUR CHILD'S FULL NAME CLEARLY PRINTED** (preferably on an index card).
- Form a line, **maintaining social distance at all times**. When you get to the glass double doors, hold up your **ID** and the card/paper with your child's **FULL NAME, CLEARLY PRINTED** so that our staff members can easily see it. They will radio for your child to come to the door for pick-up.
- To prevent delays for you and other parents picking up, **PLEASE AVOID LAST MINUTE CHANGES**. All changes or pick up notifications should be received **by 1:30pm**.
- **PLEASE BE MINDFUL OF OTHERS WHEN PULLING OUT OF YOUR PARKING SPACE, AND OF THE BUSES THAT WILL BE LOADING AND PULLING OUT OF THE FRONT PARKING LOT.**
- **EXIT THE SAME WAY YOU ENTERED. BUSES HAVE THE RIGHT OF WAY!**

