

## **Drop-Off and Pick-Up Procedures**

Students should only be dropped off and picked up at the curb. Never have a child walk in front of a car that is in BJE's circular drive. If you prefer, you may park your car in the parking lot to the East of our building to unload or load your passengers there.

**Important Note:** The circular drive in front of the BJE is a fire lane; it is a **No Parking Zone**. You may pull around to pick up/drop off students, but **you may not park there in order to come inside the building for a conference, special event, or any other reason**. Staying in your car waiting during B'nai Mitzvah lessons is strongly discouraged. Please park in the lot so you do not disrupt our regular dismissal. Parking is available in the large lot across from the Federation building, in the small lot on the side of the BJE, and in the large lot in the back of the campus.

### **Regular Pick-Up**

If you will be using the car pool lane, enter the lane from Hoover Road at the JCC end of the campus. You will not be allowed to make a left turn into the circle. **Please wait in a single file line**. We fill four cars at a time. After all cars are filled, we will move the line forward. **No one is allowed to exit around cars that are waiting to be filled**. We can usually finish the car pool line in 10 minutes with everyone's cooperation.

Please feel free to park in the lots around the building and come get your child from the interior of the building. No child will be dismissed to the parking lot. We must see the adult who is picking up each child.

If your transportation arrangements involve creating a car pool, please help us by letting us know who will be traveling with you so we can help gather the children together prior to their exiting the building.

### **Early Pick-Up**

Remember that early pickup of your child from class must be arranged in advance and may not take place **any later than 15 minutes prior** to the end of class. Please make certain that all people authorized to pick up your child understand this rule.

To pick up your child early, please **park** your car in a lot. A parent or someone designated by the parent who is **18 years of age or older must come into the Hebrew School office to request the child be released from class and sign the dismissal book**. A photo ID must be presented. This is for the safety and security of your child.