



L.D. Batchelder School Drop-off and Pickup Procedure

All student drop-off and pickup for the Batchelder School will be conducted at the Peabody Street Entrance.

To enter the traffic pattern, vehicles should turn onto Hill Street from Haverhill Street and then take a left onto Peabody Street.

Student Drop Off: Student drop-off will begin at 7:40 am or when a staff member is present to assist students exiting vehicles. **Please do not arrive earlier than this time and do not leave students unattended if a staff member is not present.**

When dropping off in the morning, please pull up as far as possible and have your student(s) exit the vehicle on the sidewalk side of the vehicle only. Parents/guardians should remain in the vehicle. There will be adult supervision to assist students exiting vehicles.



Student Pickup: We will begin student pickup promptly at 2:15 pm. Please do not block any driveways or intersections in the surrounding neighborhood. Vehicles

should enter the traffic pattern in the same way as drop-off. There will be plenty of staff supervision to assist students during pickup in the afternoon.

Please follow all of the instructions below to ensure the car pick-up line runs safely and quickly.

1. Please print your last name and student grade level(s) in **large, bold, black marker** on a piece of cardboard (8" x 14") that can be easily seen by staff. Letters should be at least 5" tall and take up the entire placard.

Example:



2. Attach name placard to driver's seat visor facing out using elastic bands or secure clips.
3. When arriving for pick-up, please have the visor down, and the name placard visible.
4. Drive up to the farthest spot possible.
5. **Your child will be waiting at an assigned spot and should get into the car quickly and independently to buckle up.**

