

February 28, 2023

Dear Parent/Guardian,

I had previously shared some data relative to our arrival and dismissal plan in the winter newsletter. Thank you to all of the participants for helping us navigate this change process. The feedback was very informative. As noted we have added some signage and this letter should provide all readers with an understating of the process.

This letter outlines the final updated arrival and dismissal plan based on the pilot program we have recently conducted. **This only applies to students who are transported to and/or from school utilizing the drop off /pick up circle.** The students are typically referred to as live morning car drop-off students and/ or are considered live line (after-school) placard pick-up students.

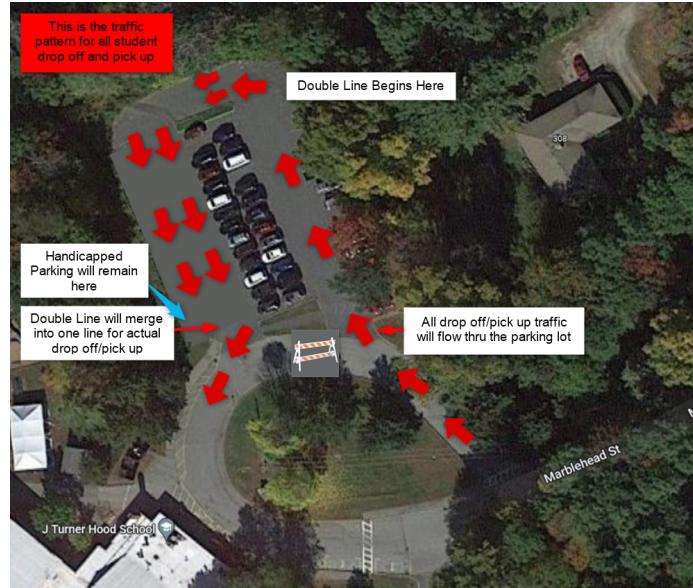
Morning Arrival- The morning drop off will remain the same as it did throughout the pilot. Vehicles navigating the Hood School morning drop-off will be filtered through the parking lot. **Note: Signage has been added to clarify that drivers can use both lanes for morning drop off.**

Vehicle Morning Drop Off Procedures:

1. Drop off children at the side rotary.
2. **Pull all the way up to the end of the sidewalk before letting your child out. Please be courteous and safe by paying particular attention to this.**
3. Let your child out opposite the driver's side, only.
4. Do not get out of the car yourself.
5. There is **NO PARKING** within the rotary.
6. Please remain in your car and move forward once your child exits the car, in order to keep the line moving.

Dismissal

Essentially the dismissal traffic will remain the same with the addition of a queuing system as pictured in the graphic below.



As previously noted, the major change impacts the “queue up.” Previously we utilized a single-line system, now a double line system will begin at the right-hand turn onto the dismissal circle. We will continue to utilize traffic cones to define the lanes. Cars will merge in an alternating pattern as they enter the drop-off circle.

Thank you to all of the morning drop-off and afternoon live line families, the North Reading Police Department, our custodial staff, grounds crew, and our morning and afternoon arrival and dismissal staff for helping keep everyone safe.