



**THOMAS PRINCE SCHOOL
WACHUSETT REGIONAL SCHOOL DISTRICT**

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Due to safety concerns and requests of several families, I have made the decision to change the dismissal procedure at TPS. Beginning the week of April 25th the parking lot area by the main entrance and fields will become one way. The dismissal procedure for "Parent Pick Up" will also change. Parents/families will no longer come into the school, rather we will use a curbside pick up procedure along the main entrance of the school. "Bus" students will be dismissed first followed by "Parent Pick Up" and "Extended Day" students.

Parent pick up will be curbside by the main entrance walkway. Drivers will form two lanes of pick up in front of the main entrance area to create a "Pick Up Zone": a lane closest to the parking spots will be created first and then the second lane next to the fire line. There will be cones set up at the speed bump beginning at 2:45 to block cars; there will be no queueing of vehicles prior to 2:45. Drivers will not block the crosswalk, will not pull into the fire lane, and will turn off their cars while they wait for their children. Multiple staff members will be standing on the walkway organizing the students by family and/or carpool. As the children see their ride pull into the "pick up zone" they will put their hands up and walk to front of the curb. The teachers will then assure that the students get into the correct cars safely. Once all cars in the pick up area are safely loaded a staff member will release the cars. This rotation will continue until all students are picked up from the "pick up zone". A staff member will release vehicles as soon as all students are safely in the correct vehicle. Then the next set of vehicles will be instructed to pull forward into the "pick up zone".

Staff members will be overseeing this procedure. A staff member will stand at the speed bump and remove the cones when he is given the signal to allow the cars to move. Another staff member will be standing in the crosswalk so that no parent blocks the crosswalk and to help drivers form two lanes. A staff member will be at the bend directing the cars to form two lanes in "the pick up zone". Multiple staff members will be standing on the walkway organizing the students by family and/or carpool and assuring students are safe getting into vehicles.

If you are late and the "pick up zone" has ended you will need to come in to the school to get your child.

If you have any questions or concerns regarding this new procedure, please do not hesitate to contact me directly.

Thank you,

Ms. Sutton

