

West C.A.R.E.S. Drop Off and Pick-Up Procedures

Dear C.A.R.E.S. Parents and Families,

We are constantly re-evaluating ways to help keep our children and staff safe in our schools. As a part of this effort, beginning Wednesday September 18th, we will be asking you to follow the procedures below for drop off and pick up from C.A.R.E.S.:

Before School:

- C.A.R.E.S. Parents are asked to use only the **front door** for drop off between **6:45 and 8:20**. When dropping off, please **park on the right side of the drive** (closest to the West), so that busses turning from the Middle School will be able to pass by.
- There will be a wireless **doorbell** that will be placed at the front door in the morning, clearly marked for C.A.R.E.S. and answered by C.A.R.E.S. staff. Please be sure to also have our cell phone number handy **(978) 815-1509** to call in the event that there is any malfunction of the doorbell system.
- C.A.R.E.S. Parents dropping off at **8:30 or after will drop off at the loading dock with the other car riders** (the former drop-off location) and the children will go directly to the cafeteria for school, not to C.A.R.E.S. C.A.R.E.S. Parents may not drop their children off between 8:20 and 8:30.

After School:

- C.A.R.E.S. parents who arrive **between 3:00 and 4:00** are asked to pick up at the single door beside the **music room, door #4**. The door #4 is located in the parking lot to the left of the building, about halfway down the side. **Please park in a marked parking space**. There will be a doorbell located outside that door until 4:00. Staff will be able to see you from the music room and will let you in.
- **After 4:00**, the doorbell will be moved to the **front of the building** and parents will be asked to use the front door for pick-up. Staff from C.A.R.E.S. will be in the café by 4:00 to answer the bell. Please have our cell phone number **(978) 815-1509** readily available to call in the event that there is any malfunction of the doorbell system.

Please know that this system is temporary, yet we feel it is important to have in place while we work on a more permanent solution. We will inform you of any changes as they occur.

Thank you for your anticipated cooperation. Please do not hesitate to call me or speak with Kerin Ritchie, Site Coordinator if you have any questions or concerns.

