

GLENCOE PUBLIC SCHOOLS

**Central School
620 Greenwood Avenue
Glencoe, Illinois 60022
(847) 835-7600**

**Ryan Mollet
Principal**

**Eddy Kim
Assistant Principal**

August 16, 2010

Dear Parents,

To ensure student safety and improve the efficiency of drop-off and pick-up at Central School, I am asking all drivers to follow the procedures identified below.

Morning Drop-Off Procedures:

- On Greenwood Avenue form one car line on the right side and remain in this line until your child exits the vehicle.
- Once in front of Central School all children should exit on the right side of the vehicle.
- Students can be dropped off at any point along the front of Central School, regardless of the door students use to enter the building.
- Vehicles should enter the left lane and proceed south on Greenwood Avenue when departing.
- Do not use or block the fire lane or leave cars unattended.

Afternoon Pickup Procedures:

- When picking up children from Central School use the right lane only of Greenwood Avenue.
- Move your car as far south as possible on Greenwood Avenue when waiting for your child.
- As the car in front of you moves forward or enters the exit lane, pull forward to keep the pickup line moving as far south as possible.
- Use the left lane only for exiting the area.
- Do not park your vehicle on Hazel Avenue.
- When waiting for your child to exit the school building do not block crosswalks or local driveways.
- Do not use or block the fire lane or leave your car unattended.

Your cooperation with this process is appreciated.

Sincerely,

Ryan Mollet