

SUFFIELD MIDDLE SCHOOL
MORNING AND AFTERNOON TRANSPORTATION PROCEDURES
2018-2019

Suffield Middle School encourages all students to ride the transportation provided by the district. However, if a student must be dropped off at school in the morning, or picked up in the afternoon, please follow the prescribed procedures below:

Morning Procedures (Drop-Off):

1. Please enter the McAlister Intermediate School / Suffield Middle School complex from Mountain Road at the McAlister School entrance (just before the school). Please take the left (in front of McAlister School) and drive around the school into the parent/staff parking lot. Using the aisle in the back of the parking lot (by the tennis and basketball courts), please proceed towards the middle school to drop off your children.
2. **Please have students exit from the passenger side of the vehicle only.** This will help to keep our students safe - as they will not have to walk between moving vehicles.
3. Students should then follow the walkway (along the tennis courts) towards the side entrance of the Suffield Middle School cafeteria.
4. Parent vehicles should then take a left (back towards Mountain Road) and continue around the parking lot towards the McAlister School exit (opposite Gideon Way). As there are no incoming cars at the time of morning drop off, please use both lanes to turn left or right onto Mountain Road. (***Please Note: This option is for morning drop off only.***)
5. Our instructional day begins at 7:40 a.m. ***Please do not drop off students prior to 7:05a.m. - as students will not be allowed to enter the building until that time for safety and security reasons.*** Any students arriving after 7:40 a.m., **MUST SIGN** in at the main office.

Afternoon Procedures (Pick-Up):

1. If you have made arrangements to pick up your children **PRIOR to 2:10 p.m.**, please park in the parking spaces in front of Suffield Middle School and come to the main office to sign them out.
2. If you have made arrangements to pick up your children **AFTER 2:10 p.m.**, please enter the McAlister Intermediate School / Suffield Middle School complex from Mountain Road at the McAlister School entrance/exit opposite Gideon Way (by United Way Bank).
3. Please park in the parent/staff parking lot. At dismissal time (**2:20 p.m.**), students will report to the Suffield Middle School Cafeteria - to be escorted to the parking lot for release to parents. Parent vehicles should exit the parking lot using the same McAlister School entrance/exit.
4. Students remaining after 2:30 p.m. will be brought to the main office for dismissal.

The staff at Suffield Middle School work very hard to ensure the safety of all our students. We appreciate your cooperation with these procedures.

Mr. Smith, and Mrs. Olearczyk