



CENTRAL VALLEY

SCHOOL DISTRICT

Dr. Nicholas Perry, Superintendent

August 26, 2019

Todd Lane Parents,

As we prepare for the return to campus on Tuesday, September 3, 2019, I wanted to go over drop off and pick up procedures before the start of the school year to ensure the safety of our students, staff and parents.

Central Valley staff members will once again help direct traffic and escort students to the building. As always, teachers will be waiting to receive and release students as busses perform normal drop off and pick up outside of the fifth and third grade wings. **Please be mindful that our staff is in place for the safety of both you and our students. I ask you to respect their directions.**

Please refer to the map that accompanies this correspondence. Take note that drop off traffic for Todd Lane Elementary Students will be routed from Todd Lane Road onto Baker Road through the parking lot entrance, utilizing the exit closest to the playground. From there traffic will be directed to the newly constructed pull off area parallel to the gymnasium. Please, only allow students to exit the car doors closest to the newly constructed sidewalk. They will then proceed to the main entrance of the building where staff will be waiting to receive them.

Parent pick up will be outside the main entrance of the school at the end of the day. All parents must park in the visitor lot and walk to the school to pick up their child. Parents that need to pick up students for an early dismissal may park in the traffic loop in front of the main entrance between 9:30 A.M. and 3:00 P.M. only.

Latchkey is housed in the Todd Lane gymnasium. Morning sign in/drop off is located outside the gymnasium entrance. The latest time to use the front traffic loop is 8:30 A.M. After 8:30 A.M., this area will be closed to traffic. If you arrive after 8:30 A.M., you must park in the visitor lot and escort your child to the main entrance of the gymnasium for Latchkey sign in/drop off. Afternoon Latchkey sign out/pick up is located at the gymnasium entrance. The earliest time to use the front traffic loop is 4:00 P.M. If you arrive before 4:00 P.M., you must park in the visitor lot and enter the gymnasium entrance of the building for Latchkey sign out/pick up.

All Pre-K and Head Start parents are required to park in the visitor lot and escort their children to the main entrance of the school anytime between 8:30 A.M. and after 3:00 P.M.

Thank you in advance for your cooperation.

Sincerely,

Dr. Nicholas Perry
Superintendent



CENTRAL VALLEY

T O D D L A N E E L E M E N T A R Y S C H O O L

Ms. Christina Feragotti, Principal

August 26, 2019

Please be advised that bus drop off and pick up will proceed as follows:

All **3rd grade students** will be dropped off and picked up at the **lower bus drop off location** behind the school. **Please refer to map.**

All **5th grade students** will be dropped off and picked up at the **upper bus drop off location** along the side of the school. **Please refer to map.**

4th grade students will be dropped off accordingly:

All 4th grade students who have the following homerooms; **Mrs. Marchionda, Mrs. Mumaw, Mrs. Smith, and Mrs. Taylor**, will be dropped off and picked up at the **upper bus drop off location** along the side of the school. **Please refer to map.**

All 4th grade students who have the following homerooms; **Mrs. Beatrice, Mr. Klemencic, Ms. Lefes, and Mrs. VanDyke** will be dropped off and picked up at the **lower bus drop off location** behind the school. **Please refer to map.**

Students are to remain on the bus until they arrive at their drop off location in the morning and should get on their bus at the pick up location in the afternoon. District staff will be available to help direct students to the proper locations.

Ms. Christina Feragotti
Todd Lane Elementary Principal

