

# TEN BROECK ACADEMY & FRANKLINVILLE CENTRAL SCHOOL

31 NORTH MAIN STREET ♦ FRANKLINVILLE, NEW YORK 14737  
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## **Memo: END to Temporary Revised Drop-off/Pick-up Procedure for Elementary School**

**Effective: November 2, 2020**

From: Thomas Riddoch – Elementary School Principal

Due to substantial completion of the South entrance, we will be returning to our normal Drop-off and Pick-up procedures. All car riders and walkers will enter/exit through the south entrance.

### **Morning Drop-off**

- Vehicles will enter through Riggs St, proceed toward the building, and drop-off at the South entrance.
- After dropping off, vehicles will then proceed out through the Riggs Street entrance.
- Walkers will enter the school grounds off of Route 16, cross at the crosswalk and proceed to the South entrance.

### **Afternoon Pick-up**

- Vehicles will still enter the Riggs Street entrance and the Car Rider Pro system will identify cars.
- Cars will proceed toward the building, and pick-up at the South entrance using the same system we currently use.
- Walkers will exit out the South entrance, as well and will follow the same procedure as they do now.

Students who ride the bus or are independent walkers will be dismissed from the Main and North end exits.

If you have any questions please contact me here at the school at 716.676.8020

*Teach, Believe, Aspire ~ Fostering a Culture for Success*  
*“Preparing Students Today for the World Tomorrow”*