



## Check-In Procedures and School Bus Parking.

**Teachers: Please share this notice with carpool or school bus drivers.**

Please keep students on the bus until you are met by a staff member. Afterwards unload students in loading zone at main entrance.

Organize students into groups of 10, each with their designated chaperone.

### **Group leader:**

Proceed to main entrance for check-in, submit confirmation letter.

At this time please make necessary payments for extra adults.

### **Bus Driver:**

Bus Parking is restricted to south parking lot only.

In the event this lot is closed, bus parking will take place at the far north end of the north parking lot.

