

## **PARKING, DROP OFF AND PICK UP PROCEDURES**

MFIS is proud to be a city-wide school, drawing students from all over the city to attend school together in a unique immersion experience. We currently have 19 school buses and 5 day care vans that service our school in addition to the many families that bring their children to school every day. In addition, MFIS houses several departments in the basement. We are well aware that the large number of vehicles during the beginning of the day and the end of the day creates congestion. Please review the Parking, Drop off, and Pick up Procedures.

Our school's procedures are, first and foremost, to ensure the safety and well-being of your child(ren). We need your cooperation, assistance and support to ensure students' safety especially during arrival and dismissal.

### **Parking**

- You may need to walk a block or two in order to find parking. Please obey the parking signs around the school. There is **NO PARKING** on the west side of 51<sup>st</sup>, east side of 52<sup>nd</sup> Street, and the south side of Meinecke. This is our day care and bus-loading zone. Please do not stop in these areas to drop off your child or to "run in and pick up your child." Violators may be ticketed/towed at the owner's expense according to the posted City of Milwaukee Ordinance.
- To ensure the safety of all students do not double park, which causes heavy traffic congestion and is unsafe for your child to run between vehicles..
- The school parking lot is restricted and not open to the public.

### **Drop off Procedures:**

**Arrival: The school day begins for students at 8:45 a.m.**

- 8:35-8:45 Parent Drop Off at Morning Recess--Students should be dropped off on 52<sup>nd</sup> street (going north) and will be greeted by someone with a yellow vest to indicate that they can help your child get out of the car so that you do not need to park. Please drop off your child and continue to pull forward to avoid blocking traffic. **THIS STREET WILL BE ONE WAY DURNIG MORNING DROP OFF AND END OF DAY.**
- Students will go up to their classroom independently. If a parent wishes to volunteer during the morning time, please contact the teacher to arrange this.
- Students arriving after 8:45 will be considered tardy.

### **Pick up Procedures**

**Dismissal: The school day ends for students at 3:30 p.m.**

- Parents that arrive for parent pick-up must go directly into the auditorium using the west side auditorium door. Parents will not be allowed up to the classrooms to pick up their students prior to the end of the day.
- Students going to parent pick-up will arrive between 3:30-3:40.

- Students will be seated in the auditorium. Students in grades 3-5 will be sitting in the upper portion of the auditorium and students in K4-2<sup>nd</sup> will be sitting in the lower portion.
- Parents that have decided to pick up their child instead of go to camp must inform the office or their child's teacher. It is preferable to alert the office or your child's teacher that this will occur prior to the start of the day. Parents may not stand in the camp hallway to pick up their child.
- Classroom teachers will walk their students to Parent Pick-up in the auditorium, After School Camp in the camp gym, and then around the building to load the buses. All students who ordinarily ride a bus will be taken to their assigned bus unless the school has been notified by a responsible adult before the end of the school day. **If we have not received notice that a child will be picked up, that student will be placed on his/her bus. A phone call to the office or a note sent with the child is required. Please call prior to 2:00.**
- If you need to pick up your child before the end of the school day, you must notify the office in advance or send a note to your child's teacher. Your child will be sent down to the office at the designated time you indicate for early pick up. Please be prompt in arriving so that your child does not have to wait unnecessarily in the office for you to arrive. Students waiting for longer than ten minutes will be returned to class. We understand that at times it may be necessary to request an early dismissal due to a doctor's appointment, family emergency etc..., however, picking up your child early on a consistent or regular basis out of convenience, or to "beat the after-school rush" will not be tolerated. Arriving early to pick up your child disrupts the classroom environment and negatively impacts the learning in your child's classroom. Thank you for your cooperation.
- If you plan to pick up your child after school please be sure to arrive no later than **3:40**. If you are not there to pick up your child, he/she will be taken to camp. If your child is not enrolled in camp, you will be charged the \$5.00 registration fee in addition to the late charge for the time your child is at camp.