Dear Ellicott Parents/Guardians:

As you may be aware, we have been testing out a new traffic pattern at arrival over the past two mornings at Ellicott. This new traffic pattern will allow us to transition back to “pre-covid” arrival procedures and start time. I am extremely proud of our students for doing such an incredible job with this unexpected shift. Thank you so much for your patience and flexibility throughout this trial and as we transition to this new process effective Tuesday, October 12, 2021.

**Student Drop Off Times:** 8:50 a.m. - 9:10 a.m.

*After 9:15 a.m. your child is considered late and you will need to sign them in at the front door with the door monitor.*

Students riding the bus will be released at 9:00 a.m.

All students in the building will be released to their classrooms at 9:00 a.m.

If your child is involved in any before school programs which require them to be in the building before 8:15 a.m., you will still use the front loop to drop them off at the main doors with our door monitor. If your child is not in a before school program, it is important that you do not arrive before 8:35 a.m. as all of our Pre-K students are dropped off at this time near the tent. This area is needed for their arrival and the safety of our UPK students during this time is key.

We will open doors for student drop off starting at 8:50 a.m. but students will not be allowed to head to their classrooms until 9:00 a.m. All students who arrive before 9:00 a.m. will be supervised by staff in a designated area inside the building.

**Arrival Instructions:**

- When you enter the parking lot, cars will head straight down the driveway, forming two lanes and eventually merging back into one. All buses will veer to the right to park in front spaces.
- Do not allow your child to exit the car until you have reached the drop off zone (indicated by red stars on the second image on the next page.) For their safety, your child(ren) should exit your vehicle on the passenger side independently. If your child can not exit independently, there will be a staff member there to assist them.
- As in previous procedures, do not pull around other cars once your child has exited your vehicle. You must wait for the car in front of you to move.
- To help speed this process and keep traffic moving, **please do not get out of your car.** There will be plenty of staff to assist your child(ren) if needed while exiting the car.

As always, thank you for your continued cooperation. I hope you and your family have a wonderful weekend.

Sincerely,

Diana Nigro

Diana Nigro, Principal