



## SUSQUEHANNA PREP apple tree preschool

1710 Wyoming Avenue, Forty Fort, PA 18704  
PH. 570.287.2597 | [www.susquehannaprep.com](http://www.susquehannaprep.com) | [#successstartshere](https://www.instagram.com/successstartshere)

### PARKING LOT PROCEDURES

#### Drop-Off Procedure

Most of the time, parents stagger their arrival between 8:00 and 8:50. However, there are situations when 6 to 8 cars will arrive all at the same time. Please always pull your car down as far as possible to allow for approaching vehicles to form lines. Remember—cars depart at different times so it may appear that the procedure has been neglected.

For safety and efficiency, please review the following procedures with anyone that may be picking up or dropping of your child. We appreciate your adherence, patience and courtesy to staff and other families during drop off and pick up times. The safety of all our children is our primary concern.

#### Dismissal N through 2<sup>nd</sup> Grades

Form two lanes by pulling into the lot along the fence, or along the parked staff cars. Remember to pull down as far as possible and close to the vehicle in front of you. If both lanes are full, begin a “center” lane. If you are stopped in the driveway area, please stay in your car and wait until the lot empties and then move into the parking lot. This is rarely longer than a few minutes. If you plan to go into the building for any reason, please pull into a parking space, either in the Landon Annex or in the staff parking area.

#### Dismissal 3<sup>rd</sup> through 8<sup>th</sup> Grades

Grades 3<sup>rd</sup> through 8<sup>th</sup> will be dismissed at 3:40 pm from the cafeteria. All cars will enter through the 1710 driveway and should fill up the Landon Lot first, and then form lines in the 1710 parking lot. Please do not arrive before 3:35 pm. If you must arrive early, please wait on a side street before entering the driveway. If you have a child in the lower and upper grades, we will hold the children together and dismiss at the 3:40pm pickup.

#### Notes

**PLEASE DO NOT ENTER THE LANDON ANNEX PARKING LOT FROM OWEN STREET DURING DISMISSAL TIMES OF 3:00 – 3:40. PLEASE USE THE 1710 DRIVEWAY.**

- If a parent is picking up a bus student, please use the appropriate plan described above.
- You will see how this plan works within the first few days of school.
- Please see diagram for traffic pattern.