



STUDENT DROP OFF

Please use the designated parent drop off area at the school, or park in the visitor parking spaces and walk your child safely into the school. **Do not park or drop off your child in the bus lane or double park. This is extremely dangerous!!** Students may be dropped off at school beginning at 7:40 A. M.

Your child's safety is of great concern to us. For that reason a safe drop off zone has been established.

When entering Virden Elementary, drive into the school off of Union Street. Stay in line and drop your child off when you get to the Covered Play Area. They should immediately enter the building and go to their designated waiting area. **Remember, traffic around Virden Elementary is in a one way traffic pattern. Do not enter off of Fortune Street for morning drop off or afternoon pick-up.**

STUDENT PICK-UP

Please have a designated spot to meet your child every day. Do not try to go to the classroom, office, or get them off the bus if you are picking them up. Students need a consistent way to get home each day. **Please try to keep the routine the same.** However, we understand that occasionally plans will change. If plans are different than usual, please send a note with your child in the morning indicating the change or call the school office between 2 and 2:30 p.m. If the school does not receive a note or call, students will be sent home the way they usually are. Under no circumstances can a child verbally convey a change of plans to the teacher, office, or bus driver. Please remind your child that if they are unsure of how they are getting home, or if no one shows to pick them up, they should come to the school office for help.