

BURCHAM DROP-OFF & PICK-UP PLAN



Breakfast Drop Off:

7:30-8:00am At the South Cafeteria Door.
All students dropped off from 7:30am-7:45am **must** be dropped off at the South Cafeteria Door and will be expected to eat breakfast.

NE Main Entrance and East Doors Open at 7:45am.

7:45-8:05am Doors open at NE Main Entrance or East Door.
All students are required to report directly to their classrooms, unless eating breakfast. If your child is eating breakfast, please drop off at the South Cafeteria door.

You may pick up: (Kindergarten):

DON'T GET IN CARLINE BEFORE 2:55 PM.

2:55pm-3:05pm At the assigned Entrance only. After 3:05pm pick up in the office.
Mrs. Willard, Mrs. Krewall, Mrs. Young at the South Cafeteria Door.
Mrs. Webster, Mrs. Shelton, Ms. Kirby at the East Door.
Mrs. Coalson, Mrs. Opitz at the NE Main Entrance.

You may pick up (First Grade):

DON'T GET IN CAR LINE BEFORE 3:05 PM.

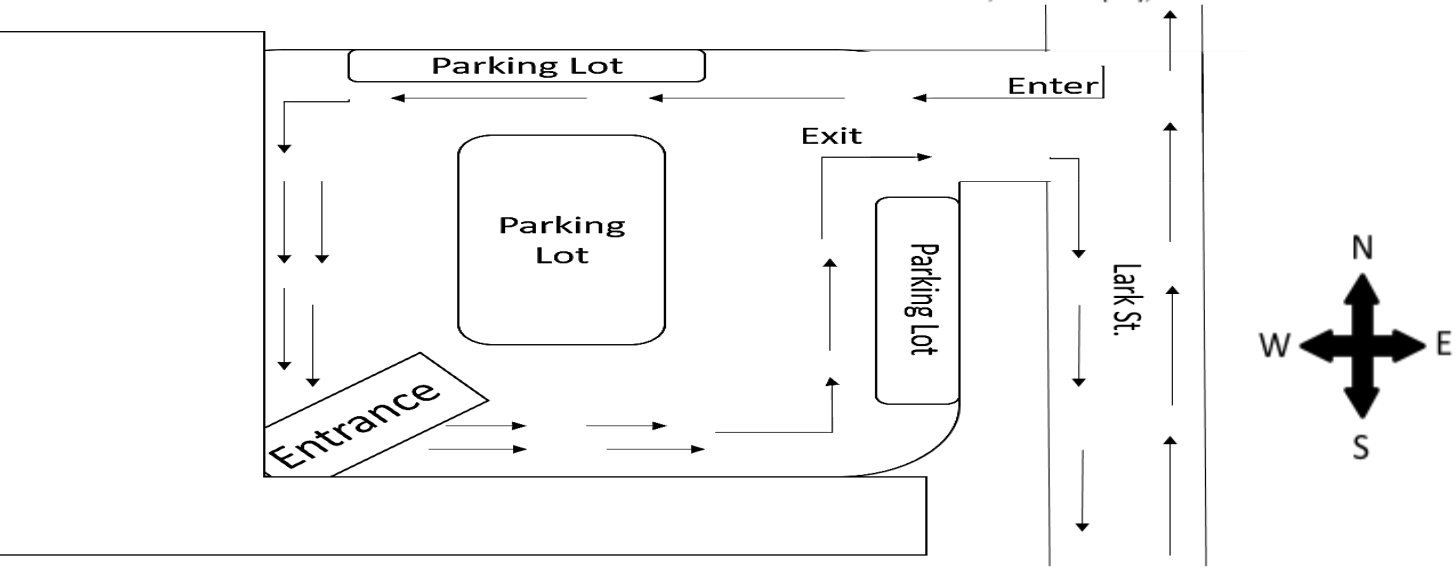
3:05-3:15pm At the assigned Entrance only. After 3:15 pm pick up in the office.
Ms. Jobe, Mrs. Barnwell, Mrs. Peck at the South Cafeteria Door.
Mrs. Augustine, Mrs. Matthews, Mrs. Miller at the East Door.
Mrs. Martin, Mrs. Sampley, Mrs. Crites at the NE Main Entrance.

CAUTION CAUTION CAUTION CAUTION

1. **YOU MUST PICK UP IN CAR LINE OR PARK AND GO TO OFFICE FOR FORMAL CHECKOUT.**
2. **Follow arrows on the pavement.**
3. **DO NOT get out of your vehicle, your child will be brought to you.**
4. **Keep traffic flowing. DO NOT form two lanes until you are in the actual pick up lanes.**
5. **Always watch for a child who may not be watching the vehicles.**
6. **You MUST always have your car tag. Otherwise you will have to pick up your child in the office.**
7. **Changes in transportation need to be received by 2:00pm in the office.**

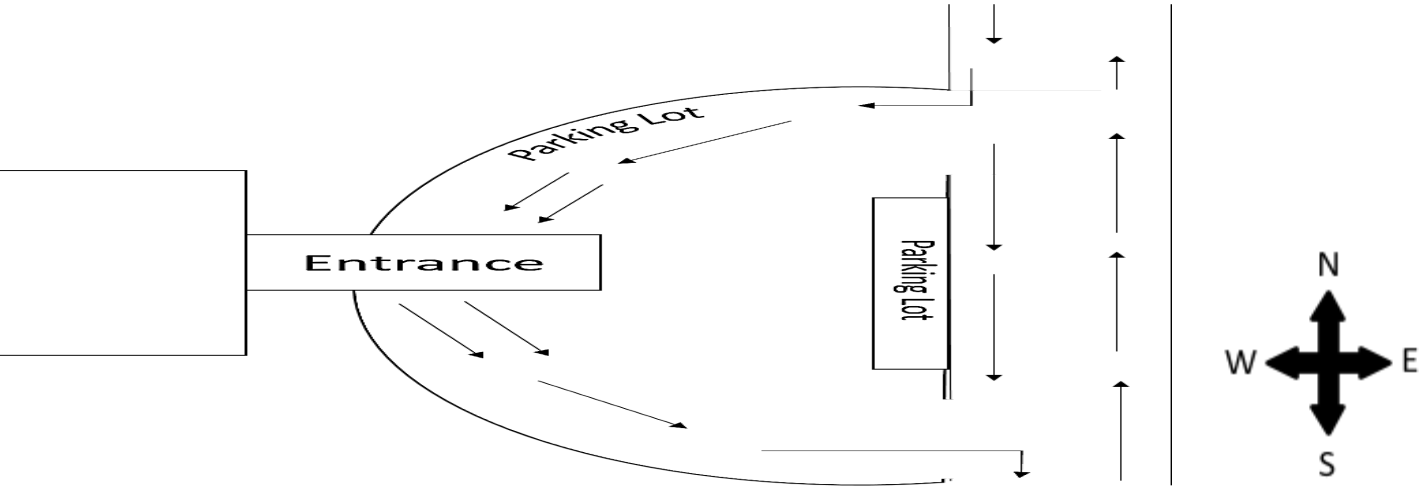
NE Main Entrance Pick-Up

KINDERGARTEN: Mrs. Coalson, Mrs. Opitz
FIRST GRADE: Mrs. Martin, Mrs. Sampley, Mrs. Crites



KINDERGARTEN: Mrs. Webster, Mrs. Shelton, Ms.Kirby
FIRST GRADE: Mrs. Miller, Mrs. Augustine,, Mrs. Matthews

East Door Pick-Up



KINDERGARTEN: Mrs. Willard, Mrs. Krewall, Mrs. Young
First Grade: Ms. Jobe, Mrs. Barnwell, Mrs. Peck

South Cafeteria Door Pick-Up

