

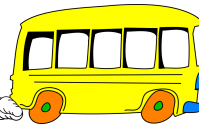
Morning Drop-off procedure at Edna Brewer Middle School

Please respect all Bus Supervisors (green-vested adults). They have the safety of your child as a priority.

Vehicle Drop-off	Pedestrian Drop-off
<p>DRIVER WILL...</p> <ul style="list-style-type: none"> • arrive at Edna Brewer Middle School, driving east on E 38th Street, between 7:15 am and 7:45 am • join the queue of vehicles waiting to reach one of the two Drop-Off cones near the corner of E 38th and Beaumont • allow child to exit vehicle, aided by a bus supervisor (or student Glenview traffic squad member) who will open vehicle door and escort child out of the vehicle • remain in vehicle at this time, engine running, prepared to move forward to allow the next vehicle to drop off • drive off, either heading straight across E 38th or turning left on Beaumont toward Park Blvd 	<p>PEDESTRIAN WILL...</p> <ul style="list-style-type: none"> • cross street with child at the crosswalk(s) or use the safety guards to cross the street • deliver child to the bus supervisor at the IN gate, near the corner of E 38th and Beaumont • Parents are asked NOT to go past the IN gate during Pick-up and Drop-off • clear the area to allow for smooth transition of students from Waiting Zone to bus; avoid engaging in conversations with Bus Supervisors

Afternoon Pick-up procedure at Edna Brewer Middle School

Vehicle Pick-Up	Pedestrian Pick-Up
<ul style="list-style-type: none"> • arrive at Edna Brewer Middle School, driving east on E 38th Street, between 3:00 pm and 3:30 pm daily • join the queue of vehicles waiting to reach one of the two Pick-Up cones near the corner of E 38th and Beaumont • allow child to enter vehicle, aided by a bus supervisor (or student Glenview traffic squad member) who will open vehicle door and escort child into the vehicle • remain in vehicle at this time, engine running, prepared to move forward to allow the next vehicle to pick-up • drive off, either heading straight across E 38th or turning left on Beaumont toward Park Blvd • circle the block if child is not at Pick-up cone 	<ul style="list-style-type: none"> • cross street at the crosswalk(s) or use the safety guards to cross the street • pick up child at the OUT gate near the corner of E 38th and Beaumont • clear the area with child to allow for smooth transition of other students from Waiting Zone; avoid engaging in conversations with Bus Supervisors • cross street with child at the crosswalk(s) or use the safety guards to cross the street



****SPECIAL NOTES for Parents/Guardians****

- In the morning, students must arrive at the drop-off zone no later than 7:45 am. Drop-off cones will be pulled at 7:45 am, and a student will have to be driven to Santa Fe by parent or guardian. Once a bus is in motion, it is not permitted to stop per bus regulations.
- Breakfast will be served in the morning at Glenview at Santa Fe between 8:00-8:20.
- If you arrive early at Edna Brewer to pick up your child in the afternoon, please park legally. Do not block driveways or double park at any time.
- If you want your child to walk home from Edna Brewer after school, please indicate and sign on the Student Release/Pick up Policy form.
- Parents are asked to NOT enter the Waiting Zone, but to drop off their child outside the IN gate near E 38th and Beaumont.
- In the afternoon, students must be picked up no later than 3:30 pm on Mondays-Tuesdays and Thursdays-Fridays, and 2:00 pm on Wednesdays, unless a bus is late. If a student is not picked up by 3:30pm (Wed: 2:00pm), the following action may occur in this order:
 1. parent-guardian contacted by Lead Bus Supervisor
 2. emergency family contact provided by parent will be contacted by Lead Bus Supervisor
 3. Lead Bus Supervisor will contact School Administrator or designee
 4. School administrator or designee will contact police if no other contact can be found

****PLEASE NOTE**** Failure to pick up your child on time may result in the loss of bus privileges.

- Inclement weather or traffic problems may delay the arrival of buses.
- Families will need to arrange alternative transportation for students attending the after school programs held at Santa Fe Elementary or other locations.
- Students are expected to be safe, respectful and responsible on the bus and follow all school rules. If a student is demonstrating unsafe behavior or is unable to follow staff directions, parents will be contacted by school staff. Consequences may include assigned bus seat or temporary/ permanent loss of bus privileges.