



Spring Brook Elementary

Arrival Procedures:

1. **Driving:** Drive into the circle drive from the south end of the drive. Proceed through the circle drive, pulling forward to the drop-off sign or until the car in front of you stops. Please do not leave gaps in between cars. Students exit from the right hand side of the vehicle and parents remain inside the car. Students are monitored as they enter the building by Spring Brook staff members who are stationed along the front sidewalk.
2. **Walking:** Walkers may enter the building via any of the doors around the building and will proceed directly to their classrooms. Teachers are outside of their classrooms at the beginning of the day.
3. **Bus riders:** Buses enter the parking lot and park alongside the sidewalk. Students exit the bus and are greeted by staff members. Students enter the building through door number 2 and then proceed directly to their classrooms.
4. **Late arrival:** If your child is late, please bring your child into the office and sign-in. Your child will be given a pass and will then proceed to the classroom.