Parent Pick up & Drop off Procedures

General Notes
- First, thank you for your patience with us while we are trying to get the dismissal right for parents!
- You no longer need to send a text to notify of your arrival!
- If someone other than the parent/guardian or designated driver will be picking up a student, an email must be sent to either Dawn or Clara (see contact info below) with the pick-up person’s phone number.
- No visitors will be allowed in the buildings to use the facilities.

Drop off: **Students will not be allowed on campus before 7:30am**

Pick Up Procedures for Parent Pick-up:

**End of day pick up**
- HS parents will line up behind the high school building, next to the yellow house
- MS parents will line up behind the high school building facing Washington street
- Students will be called down, exit through their building and proceed to their parent’s car

**Early dismissal**
1. Parents must inform the appropriate staff ahead of time if a student is to be dismissed early
   - High School students: Dawn Hurley at transportation@learningprep.org
   - Middle School Students: Clara Caruso at ccaruso@learningprep.org
2. When the parent arrives, call the appropriate staff that you have arrived for pick up
   - High School students: Dawn Hurley at 617-965-0764 ext. 0
   - Middle School Students: Clara Caruso at 617-965-0764 ext. 411
3. Parents/guardians should park in a Visitor’s Spot by the greenhouse in front of the white tent, in the main high school lot, and remain in their car.
4. Students will be called from their class, exit their building and proceed to their parent’s car.