

Dear Mercer Families:

This communication provides further clarification of our arrival and dismissal routines which were communicated in last week's Mercer Mailbox. Procedures have changed this year to help improve student supervision, reduce hallway noise and also because of our current roof construction project.

Mercer Elementary School Arrival and Dismissal Procedures

Morning Arrival

- All Mercer yellow school buses will arrive on Wimbledon Road on the school side of the street. Students will enter the building through Door G, on the south side of the building near the garden. Upon entering the building the students will report to the auditorium.
- Students who walk or ride their bikes to school will enter through Door G, on the south side of the building near the garden. Upon entering the building all students will report to the auditorium.
- Car drop off will take place in the rear of the building. Cars will proceed through the yellow gate and follow the pavement markings to drop off students at Door C.*** Upon entering the building, all students will report to the auditorium.
- Students enrolled in before care will enter through Door C.
- Preschool students will enter through Door B at the main parking lot entrance between 9:00-9:15 a.m.
- Hogan Transportation vans will drop off students at Door B.
- Students arriving after the 9:15 a.m. tardy bell should enter through the main entrance at Door A in the front of the building.
- Students should not enter the building prior to 8:45 a.m. except for tutoring.

***This will change during the roofing project to accommodate construction. Once construction is completed morning drop-off will take place at Door F.

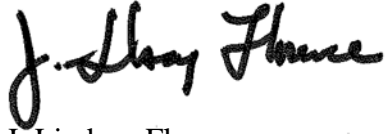
After School Dismissal

- Bus riders and walkers will be dismissed to exit the building via Door G, on the south side of the building near the garden.
- After care students will go the Auditorium and wait for the Shaker Heights School Age care staff to pick them up and escort them to the gymnasium. Parent/guardian pickup will be at Door C.

- Preschool students will be picked up by their parents/guardians at Door C between 3:00-3:15 p.m. with the classroom teacher, Mrs. Skandul and classroom aide, Ms. Diemer. Students not picked up by 3:15 p.m. will be taken to Room 15 where parents will sign them out with the teachers.
- Car pool pick up students will be dismissed to the gymnasium via the south hallway (located to the left of the Auditorium, near the Library). Parents/guardians will continue through the gate and follow the pavement markings for car pool pick up at Door C.

All visitors to the building should use only Door A in the front of the building. The parking lot Door B is reserved for staff entrance, preschool drop off and van drop off /pick up only. Thank you for your cooperation in adjusting to these new guidelines. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "J. Lindsay Florence". The signature is written in a cursive, flowing style.

J. Lindsay Florence

Principal

Florence_j@shaker.org

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