

Bay Harbor Elementary Pick Up and Drop Off Procedures:

- Parents that choose to drive their child to school must park in the designated visitor parking area. **The entire front row of parking facing our building is designated for our families and visitors.** We have been informed by the Brown County Sheriff's Department that all vehicles that are in non-designated areas will be ticketed. ***All numbered parking is reserved for staff.*
- Parents may drop off their child curbside in the morning but **do not leave your vehicle unattended.** If you would like to accompany your child into the school please be sure to park your vehicle in the parking lot. Bay Harbor dismissal procedures will follow the same guidelines.
- Students who are being dropped off in the morning should **not arrive before 8:30 a.m.** Teachers and staff are in many morning meetings and will not be available for supervision prior to that time. Students must remain in the parent pick up area located outside of the office until **8:30 a.m.**
- At dismissal, students will wait in this same parent pick up area until parents come into the building to get them. We will not send students to vehicles waiting at the curb due to safety concerns. Thank you in advance for your cooperation.