

Syracuse Latin & Hughes Elementary

Arrival & Dismissal Reminders / Procedures

To ensure the safety of all and to keep arrival and dismissal running smoothly, please be reminded of the following procedures when using the Hughes Place parking lot to drop-off and pick-up your child...

- The Hughes Place entrance will open at **8:45am** to allow for morning arrival. This entrance will close by 9:05am. Late arrivals must use the main entrance at Jamesville Ave. (**note – in the event of inclement weather, we will keep this entrance open later*)
- Students will be dismissed to Hughes Place at **2:50pm** when our bus dismissal begins at the Jamesville Ave. lot. All students should be picked up no later than **3:15pm**.
- Traffic in the Hughes Place parking lot is **ONE-WAY** (please see diagram below) and we will be adding cones to the lot to restrict the flow of traffic to one lane. Please do not try to reverse or go against the flow of traffic
- **Parking spots have been reserved for Pre-K parents** who need to park as they are required to walk their children in to their classrooms. **Pre-K parents should park in one of the available parking spots and may not stop/park in the loop.** There are typically ample spots available.
- If you need to walk your child in, please **park** in the additional lot across Jamesville Ave. and walk in to report to the main office. No visitors will be allowed to enter through the Hughes Place entrance.
- **NEW! The main parking lot (Jamesville Ave) will close each day to car traffic at 2:30pm to allow for busses to safely enter the loop.** All families picking up should use Hughes Place and/or the annex lot across Jamesville Ave.
- When dropping off in Hughes Place, **please put your child's seat on the right hand side** to allow for easy exit and entry of the vehicle. Staff will be available to assist. Drivers should stay in the car while in the loop. If you need to get out of the car, please park in a spot.
- **DO NOT park in the bus loop or middle lane of the Jamesville Ave. main parking lot.** Please use a spot or park in the additional lot across Jamesville Ave.
- **DO NOT pass a school bus with lights flashing**
- If you have parked in a space, please use the sidewalk to walk to the building – **do not attempt to cut across the parking lot**
- **PLEASE** exercise patience and caution when driving around the loop in the Hughes Place parking lot to ensure the safety of all students and family members!

