



## **Burcham Elementary Drop-Off and Pick-up Plan**

You may drop off: (AM PreK, Kindergarten, TK/1, & First Grade)

**7:30-8:10am** At the South Cafeteria Door or at the NE Main Entrance.  
All students go to cafeteria until 7:45am. At 7:45am they go to gym.

**8:10-8:20am** At the East PreK Door.

You may drop off: (PM PreK)

**12:00-12:05pm** At the NE Main Entrance or the East PreK Door.

You may pick up: (AM PreK)

**10:50-11:00am** At the assigned Entrance only. After 11:00am pick up in office.  
**Mrs. Beck and Mrs. O'Daniel at the NE Main Entrance.**  
**Mrs. Hunt, Mrs. Mahan and Mrs. Hicks at the East PreK Door.**

You may pick up: (PM PreK)

**2:30-2:40pm** At the assigned Entrance only. After 2:40pm pick up in office.  
**Mrs. Beck and Mrs. O'Daniel at the NE Main Entrance.**  
**Mrs. Hunt, Mrs. Mahan and Mrs. Hicks at the East PreK Door.**

You may pick up: (Kindergarten and TK/1) **DON'T GET IN CAR LINE BEFORE 2:40PM.**

**2:45-3:00pm** At the assigned Entrance only. After 3:00pm pick up in office.  
**Mrs. Coalson, Mrs. Young, Mrs. Shelton & Mrs. Lindamood at the NE Main Entrance.**  
**Mrs. Mauck, Mrs. Hubin and Mrs. Wood at the East PreK Door.**  
**Mrs. Hartman, Mrs. Kardokus, Mrs. Reed & Miss Vaughan at South Cafeteria Door.**

You may pick up: (First Grade) **DON'T GET IN CAR LINE BEFORE 3:00PM.**

**3:05-3:20pm** At the assigned Entrance only. After 3:20pm pick up in office.  
**Mrs. Barnwell, Mrs. Pennington, Mrs. Visnieski, at NE Main Entrance.**  
**Mrs. Bonner, Mrs. D. Miller & Mrs. R. Miller at the East PreK Door.**  
**Mrs. Bell, Mrs. Hunter & Mrs. Zehr at South Cafeteria Door.**

### **CAUTION CAUTION CAUTION CAUTION**

- 1. YOU MUST PICK UP IN CAR LINE OR PARK AND GO TO OFFICE FOR FORMAL CHECKOUT.**
- 2. Follow arrows on pavement.**
- 3. DO NOT get out of your vehicle, your child will be brought to you.**
- 4. Keep traffic flowing. DO NOT form two lanes until you are in the actual pick up lanes.**
- 5. Always watch for a child who may not be watching the vehicles.**
- 6. You MUST always have your car tag.**
- 7. Changes in transportation need to be received by 2:00pm in the office.**