

Please follow the directions below to ensure an efficient and safe entry and exit for all students at Eton Academy.

Important Note: We do not use the Our Shepherd Lutheran Church entrance/exit to our school off of 14 Mile Road.

Instead, the Eton driveway on Melton serves as a two-way street. Parents, staff, and guests should enter the school parking lot using the circle drive. Please approach the school from the south on Melton Road. Approaching the school on Melton from the north requires cars to turn left into the entrance, which makes it difficult for the general traffic on Melton Road to proceed. Please follow all one-way signs in the circle drive. There needs to be absolutely no parking on the Eton circle driveway. We will have several staff members and volunteers outside in critical areas to help keep traffic moving. *****See attached map*****

General Information

- The LaNeve Family & Friends Welcome Center is the entrance to Eton Academy.
- Parents are welcome to park in the lot and use the crosswalk to walk up and to pick their student up for the day. If parents choose to do this, we ask you to wait until 3:30 p.m. to depart your parking space (2:15 p.m. on Wednesday) in an effort to help reduce traffic.
- Students will not be allowed to walk to a parked car without being accompanied by a parent unless they drove themselves to school.
- We ask parents and students to drive safely, pay careful attention, and avoid using their mobile phones. Please follow Eton staff instructions to ensure student safety and an efficient dismissal process.
- We ask students to look for their driver, listen for their name, and move safely, but swiftly to their driver's vehicle.

Morning Arrival Process

1. All students will be dropped off at the Welcome Center sidewalk. Between 7:30 am- 8:30 am, students should proceed to the Auditorium for Before Care. After 8:30 am, students should check in at the Welcome Center Reception Desk. Staff will escort Lower School students from the Auditorium to the South Building each morning.
2. Enter the Eton parking lot via the Eton driveway from Melton, and drop your student off at the Welcome Center sidewalk.
3. Parents and students are to drive no faster than 5 mph on Eton property.
4. Once students are dropped off, parents are to proceed slowly in a line, down the Eton driveway and out through the circle drive.

Afternoon Dismissal Process

Middle and Upper School Dismissal:

1. All Middle and Upper School students will be picked up in the parking lot at the Welcome Center sidewalk unless they drive themselves. Students who drive themselves will be released from class to go home 10 minutes prior to other students.

2. Drivers enter via the Eton driveway from Melton and proceed to the back lot. Drivers will pull ahead in front of the South Wing to the southernmost point of the driveway nearest the building (adjacent to the driveway median). See map.
3. Students will enter vehicles when their driver reaches the Welcome Center sidewalk area. Eton staff will be directing traffic and students to ensure a safe and timely dismissal.
4. Please wait patiently while students enter into vehicles.
5. Once students are picked up, parents are to proceed slowly in a line, down the driveway and out through the circle drive. Do not pass other cars in the car line.

Lower School Dismissal:

1. Approach the school from the south on Melton Road. The Lower School is dismissed to cars along the eastside of Dunstable and the north side of Melton Road. Parents will line up their cars facing east on Dunstable beginning at the tree before the first driveway on Dunstable (look for cones at start of year). The car line begins on Dunstable and extends onto Melton. Please leave only a half a car-length between vehicles so that we can get all cars in the designated space.
2. Students will be dismissed out the northwest door of the South Wing and escorted out of the building to their vehicles by Lower School teachers.
3. Students and teachers will walk along the sidewalk and begin filing in cars.
4. Please follow staff instruction to ensure a safe, efficient Dismissal for all. We ask that parents stay in their cars and patiently wait for students to be directed to their car. Please pull up along Melton as cars leave.
5. There will be a specified waiting zone, starting at the fence along the soccer field, for students whose cars are not in line. Students will be taken to Aftercare at 3:30 pm. (2:30 pm on Wednesdays.)

AFTER HOURS AND VISITORS

Parent Visits During School Hours

1. Parent parking is in the Eton parking lot. Parents are to enter through the Welcome Center Entrance. The Receptionist will “buzz” the door to unlock it for you to enter.
2. In order to maintain proper security in the building, all visitors/parents are to check in at the front desk during school hours. When you check in at the front desk, if you need to speak with your student’s teacher or director, the Receptionist will contact them to see if they are available to speak with you. It is always recommended that the best way to speak with your student’s teacher or director is to email or leave a voice message for them so that they can contact you during non-instruction time.
3. Parents will be directed to the appropriate wing for special events.

After School Enrichment Program Pickup

1. Park in the back parking lot and use the Welcome Center entrance.

Sports Events and After School Activities

1. Park in the back parking lot and use the Welcome Center entrance.