



Drop-Off and Pick-Up Procedure



Visiting BIS
8:00AM-2:30PM



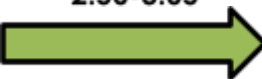
- Enter BIS Drive via Columbus Ave.
- Enter the building using door "A".
- Exit BIS Drive by looping around and exiting where you entered.
- BIS Drive will be closed from 7:20AM-8:00AM and 2:30PM-3:00PM for bus traffic. If visiting during those times, visitors will need to access the BIS Parking Lot via West Pearl St/5th St.

AM Drop Off at BIS
7:15-7:55



- Enter BIS parking lot via West Pearl St/5th St.
- Stay to the right of the parking lot and follow the sidewalk.
- BIS Alley Door "F" is open from 7:15-7:55. Any Student arriving before 7:35 or eating breakfast at school should enter at this door.
- Door "M" is open from 7:35-7:55. Any student arriving after 7:35 and **not** eating breakfast at school can enter at this door.

PM Pick Up at BIS
2:50-3:05



- Enter BIS Parking lot via West Pearl St/5th St **NO** earlier than 2:15PM.
- Turn **RIGHT** onto the BIS Alley.
- Students will exit the building using door "F".
- When exiting BIS pickup, turn **RIGHT** at the stop sign and exit via 2nd St to Pearl St.

While waiting on traffic to drop off or pick up students please be courteous and not block driveways. Vehicles should NOT wait in line on West Pearl Street, blocking traffic in either direction

Helpful Drop Off and Pick Up Tips on the back!



Drop-Off and Pick-Up Tips

- School starts at 7:55 and ends at 2:50 daily.
- The line for pick-up after school does not start until 2:15. Please do not pull in and block the alley exit before 2:15.
- Every time your child does something different from their regular schedule, they will need a note from home confirming the change.
- If you need to change your child's transportation during the day, please call the school at 812-934-5701 **OR** Dojo message "BIS Attendance" by 2:30 p.m. **Do not send changes via Dojo to the teacher.**
- Intermediate School **Starts and Ends** before BPS. If you have a student at BPS and BIS, drop off and pick up from BIS first.
- If you have students at both BMS and BIS, they can all be dropped off at BIS in the morning.
- If you have a student at both BMS and BIS, your BIS student can be a walker to BMS in the afternoon, allowing you to pick them both up at one location.