

Drop Off and Pick Up Procedure



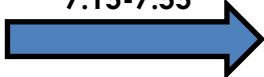
- Enter BIS Drive via Columbus Ave.
- Enter the building using door "A".
- Exit BIS Drive by looping around and exiting where you entered.
- BIS Drive will be closed from 7:20AM-8:00AM and 2:30PM-3:00PM for bus traffic. If visiting during those times, visitors will need to access the BIS Parking Lot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

Visiting BIS
8:00AM-2:30PM



- 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 is open from 7:15-7:55. Any Student arriving before 7:35 or eating breakfast at school should enter at this door.
- Door "L" is open from 7:35-7:55. Any student arriving after 7:35 and **not** eating breakfast at school can enter at this door.

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



- 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.

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



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!