

SCHILLING FARMS MIDDLE SCHOOL

TO: SFMS Parents and Guardians
DT: August 2016
RE: Drop-Off/Pick-up Procedures

With few exceptions, all SFMS students are eligible for bus transportation and are strongly encouraged to take advantage of this service. Should you occasionally find it necessary to drive your student to or from school, it is important to follow the procedures outlined below.

ALL STUDENT DROP-OFF AND PICK-UP, INCLUDING BEFORE/AFTER-SCHOOL ACTIVITIES, WILL BE IN THE REAR PARKING LOT AT THE BACK DOOR. THE FRONT DRIVE IS RESERVED FOR SPECIAL NEEDS TRANSPORTATION AND PARENTS WHO ARE COMING INSIDE TO SIGN THEIR CHILDREN IN OR OUT OF SCHOOL. CARS CAN NEVER PARK ON THE YELLOW CURB. YOU MUST UTILIZE THE VISITOR PARKING SPOTS OR PARK ON THE COLBERT ST CURBS.

MORNING DROP-OFF

Beginning at 7:00 am, parents may enter the Schilling Farms neighborhood via **West Colbert Street** and proceed to the rear of the building, using the west driveway. Use **West Colbert Street** when exiting, as **East Colbert Street** is reserved for school bus traffic.

AFTERNOON PICK-UP

By agreement of the transportation director, the Collierville Police Department, and the Schilling Farms homeowners association, all cars arriving between 2:30 pm and 3:15 pm will avoid the **West Colbert Street** entrance, instead turning south on **Tarren Mill Circle** near the entrance of Highpoint Church. Continue on **Tarren Mill Circle** and turn left on **Russell Farms Road**. The early line-up begins at **Russell Farms Road/Colbert** until 3:00. Then turn right on **South Colbert Street** to access the west driveway. Please do not block any driveways/alleyways.

NEW EXITING PROCEDURE: Exit SFMS via **West Colbert Street**, turn right on **Deloach Ln** and then turn left on **Schilling Farms Blvd** to utilize the traffic light. **East Colbert St** is reserved for bus traffic ONLY. Please refer to the back of this letter for a detailed map.