



### **CONLEY AND MACKEBEN DROP OFF AND PICK UP PROCEDURES**

\*ALL Conley and Mackeben students will be dropped off and picked up at Mackeben. At this time, the program will be held at Mackeben.

Call the school site phone upon arrival, (847) 514-2894.

#### **Drop Off - Curbside**

1. Parents shall pull up to the eastern most access road (near cafeteria) that is closest to Square Barn Rd. (Note this is not the main parking lot, but the next entrance east of this). Proceed to Door #2. Please be vigilant of other service vehicles that may be in the vicinity and do not block their access. Drops offs should occur no later than 8:05 AM, otherwise, please go to car rider line at school.
2. Staff will greet you at your vehicle and check-in your child
3. Should you wish to speak with the staff, please stay in your vehicle, call the direct phone number to have them come to speak with you.

#### **Pick-up - Curbside**

1. Parents shall pull up to the same entrance, Door #2 on the eastern access road (cafeteria)
2. Staff will greet you at your car, confirm your identity, and check out your child.
3. Please have a photo ID ready and make sure your Pickup List is up to date in ePACT.

### **CHESAK AND MARTIN DROP OFF AND PICK UP PROCEDURES**

Call the school site phone upon arrival, (847) 652-0426.

#### **Drop off- Curbside**

1. Parents shall pull up to the main entrance of Martin and Chesak.
2. Staff will greet you at your vehicle and check-in your child
3. Should you wish to speak with the staff, please stay in your vehicle, call the direct phone number to have them come to speak with you.

#### **Pick up- Curbside**

1. Parents shall pull up to the main entrance
2. Staff will greet you at your car, confirm your identity, and check out your child.
3. Please have a photo ID ready and make sure your Pickup List is up to date in ePACT.

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### **LEGGEE DROP OFF AND PICK UP PROCEDURES**

Call the school site phone upon arrival, (847) 514-6612.

#### **Drop Of- Curbside**

1. Parents shall pull up to the main entrance of Leggee Elementary.
2. Staff will greet you at your vehicle and check-in your child.
3. Should you wish to speak with the staff, please stay in your vehicle, indicate that you need to speak with a staff person.

#### **Pick Up- Curbside**

1. Parents shall pull up to main entrance.
2. Staff will greet you at your car, confirm your identify, and check out your child.
3. Please have a photo ID ready and make sure your Pickup List is up to date in ePACT.