**Holtz Educational Center - Transportation Plan**

Holtz Educational Center is located in the office building behind the Darien Plaza shops. Student transportation should enter at the south end of Darien Plaza at 8149 Cass Ave and continue toward the back of the property. Transportation may line up along the parking spots beginning at the front door. **All students should be escorted into the building by a Holtz staff member**. Vehicles may then pull through the parking lot and exit via the driveway at the north end of Darien Plaza and out to Cass Ave.

Students are to arrive at Holtz Educational Center for the start of their school day at 9:00 am each day. Both transportation staff and parents should wait in line in the parking lot for staff to collect students and escort them into the building. Staff may begin escorting students off of their vehicle no earlier than 8:55am.

Students end their day at 3pm on Monday, Tuesday, Thursday and Friday and at 2pm on Wednesdays during the regular school year. During ESY, students dismiss each day at 2pm. Both transportation staff and parents should wait in the parking lot for staff to escort students to their vehicle. Staff may begin escorting students to their transportation no earlier than 10 minutes before dismissal.

If a student will be late or is being picked up before dismissal time, please call 630-541-6441. Students who are late or dismissing early will need to be signed out/in at the front desk.

