

Arrival & Dismissal Procedures 2023-2024

ARRIVAL

Walkers

If your child is a walker, we strongly encourage you to make sure that an adult is with him/her at all times. Breakfast students may enter the building at 8:50am. All other students may arrive between 9:00-9:15am. If your child arrives after 9:15am, he/she is considered tardy. A tardy note is required.

- **Please do not allow your child to arrive prior to 9:00am and wait outside; there is no adult supervision.**
- Students may enter through the front door (door #1) or the side door (door #21).
- When dropping off your child, please do not block our front bus loop or driveway. Please park in a designated area and walk your child to door #1 or #21. Building staff will greet your child at the door and assist them with entering the building and finding their classroom.

Bus Students

Buses will enter our front bus loop and will exit students in a staggered manner based on the order in which they arrive. Bus students will enter through door #1.

- Students who eat breakfast will be exited from their bus at 8:50am. If their bus arrives after 8:50am, they will be immediately exited and escorted to the cafeteria.
- Staff are located on the front sidewalk to assist the students exiting the buses.
- Building staff will greet your child at the door and assist them with entering the building and finding their classroom.

DISMISSAL

Early Dismissal

- If you are picking your child up early, please plan ahead and **send a note to school** with your child. Be prepared to show photo ID to security.

Walkers: K-3 - Transported by vehicle

- Walkers/pick-up students will be dismissed between 3:25-3:35pm from the **gym**.
 - K-2 students and their siblings in grades 3 or 4 will be dismissed between 3:25-3:30pm. Siblings will be dismissed first at 3:25pm.
 - Grade 3-4 students will be dismissed between 3:30-3:35pm. It is important that we adhere to these staggered times.
- You will be given a tag at supply drop-off on August 31. The tag has a number specific to your child and tells us that the student is permitted to leave with the adult. Please keep your tag with you at all times.
- **Students will not be released without your tag.** If you forget your tag, you will be asked to show photo ID and provide your student's dismissal number.
- Please display your tag in your car window. There will be staff members outside looking for them.
- All vehicles will follow the same direction into and out of the parking lot. U-turns are not allowed.
- We are asking that everyone *enter from Parkhurst by making a right turn into the parking lot*.
- We have been advised by the police department and the fire department that we need to keep both in and out lanes clear of stopped traffic, as first responders need to have clear access to our building at all times.
- ***For those that arrive before our designated pickup time, only those that wait in our designated "pickup line" are permitted in the driveway. All others will need to find a parking spot on Parkhurst or a nearby street.***
- As the line moves, please stay in your car and proceed to **Door #17**. Staff members outside will radio our staff members inside and bring your child to you; we will help load them into your vehicle.
- Please make a **right turn only** when exiting the parking lot onto Parkhurst. Do **NOT** turn left onto Parkhurst.
- If your child needs to be picked up instead of riding the bus on a particular day, please let the teacher know **in advance** and follow the process above.

Walkers: K-3 - Walk with a loved one

- There will be a sign for families picking up students in the back of the building (walker walkers) near the bike rack.
- Please show your tag and inform a staff member who you are picking up.

Walkers: Grades 3-4 - Walk home alone

- Students in grades K-2 must be accompanied by an adult.
- Students in grades 3-4 who are allowed to walk without an adult will exit at 3:25pm through door #26.
- Families are asked to provide a signed note to their child's teacher giving them permission to walk home alone.

Walkers: Grade 4 - Transported by vehicle

- Grade 4 walkers are dismissed at 3:25pm through door #3 (middle school side), unless they need to meet their sibling(s).
- Siblings will be dismissed from the gym at 3:25pm.

Students who ride the bus

- All students will be escorted to their bus.
- After the second week of school, grade 3-4 students who take the bus will be permitted to walk to their bus without adult supervision. These students will be called by bus number after students in grades K-2 have boarded.