

Arrival & Dismissal Procedures 2024-2025



ARRIVAL: 8:50-9:05am

(Students are not permitted to enter before 8:50am)

Breakfast Students

- Breakfast starts at 8:50am.
- Please drop off students for breakfast at 8:50am at door #18 (rear of building).

Walkers

- Walkers should be accompanied by an adult.
- Arrival after 9:15am is considered tardy; a tardy note is required.
- Walkers will enter through door #26 (front of building) or door #18 (rear of building) only.
- Do not block or park close to the bus loop or driveway.
- Park only in legal parking areas. **Do not park on the opposite side of Parkhurst, make a three-point turn or double-park for safety reasons.**

Drop-Off Students (by car)

- A drop-off zone is located at the rear of the building.
- Cars should proceed to the rear of the school, drop off students at door #18, then exit onto Parkhurst by making a **right turn only**. No left turns onto Parkhurst, please.
- Staff will be present to assist.

Bus Students

- Buses will use the front loop; students will enter via door #26 in a staggered manner based on arrival order.

DISMISSAL

Early Dismissal

- **If you are picking your child up early, a note is required in the morning.**
- Be prepared to show your photo ID to security.

K-2 Walkers (Students Picked Up by Vehicle)

- Dismissal is 3:25-3:35pm from the gym (door #18).
- You'll receive a numbered car tag at supply drop-off (August 29), which is specific to your child.
- Keep the car tag with you; it is required for pick-up. Without it, show your photo ID and provide the student's dismissal number found on the car tag.
- Display the car tag in your car window. Staff will be checking for these.
- Follow the designated traffic flow in the parking lot; no U-turns or 3-point turns. Enter the parking lot from Parkhurst with a right turn only.
- Keep in and out lanes clear for emergency access.
- If arriving early, wait in the designated pick-up lane. Others must park on Parkhurst or nearby streets.
- Stay in your car. Staff will bring your child to your vehicle.
- Exit the parking lot with a right turn only onto Parkhurst.

Dismissal Plan Changes/Bus Pick-Up Change

- *If your child needs to be picked up instead of taking the bus, or vice versa, inform the teacher in advance and follow the regular pick-up procedure.*

Walking Home

K-3 (With a Loved One)

- Pick up at door #19 (rear of school).
- Show your car tag and inform staff who you're picking up.

Grade 3-4 (Walk Home Alone)

- K-2 students must be accompanied by an adult.
- Grade 3-4 students allowed to walk alone will exit at 3:25pm through door #21 (side of building near park). Please complete the dismissal plan form to indicate your approval for your student to walk home alone.

Bus Riders

- All students are escorted to their bus.