



ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL PROCEDURES

Our drop off policies has been developed with the safety and security of our students in mind.

Bus drop off in the morning is in the circular drive. **Please keep the drive clear and allow the buses to exit the circular drive.**

When dropping off, parents are to drive along the cones, **stopping only ONE time as close to the gym entrance as traffic permits. Please pull all the way forward along the sidewalk after the circle drive and let children out at the curb.** This will help eliminate the backup in the street. If you are coming into the building, you must enter through the circle drive doors and sign in at the office.

If you are parking and walking your child to the door, please use the crosswalk by the gym. A parent should always escort students walking from the parking lot.

Please watch your speed at all times.

When exiting the parking lot, it is recommended that all cars turn right. This will allow for a better traffic flow.

DISMISSAL PROCEDURES

To ensure the safety of all children, the following procedure will be used for dismissal:

- ✓ Parents who are picking up their children must park in the lot by the gym. **DO NOT** park in the bus-loading zone, which is clearly marked with signs and painted diagonal lines on the pavement.
- ✓ Parents must wait outdoors until all students are in the gym (teachers will walk them down at 3:45).
- ✓ When all the students have assembled in the gym and are sitting on the floor, the double doors will be opened to allow parents entrance.
- ✓ Parents are to enter the gym through the set of doors closest to the outside (signs will be posted on the doors 'Enter' and 'Exit').
- ✓ Parents are to walk the perimeter of the gym clockwise. As the parent passes his/her child's class, the student may leave with the parent.
- ✓ Both parent and student are to continue walking the perimeter clockwise to get to the exit door.
- ✓ All students will be instructed to remain seated until the parent reaches their class' section.
- ✓ All students must be escorted in the parking lot by a parent. This is for their safety.
- ✓ Students in grades 5-8 **without elementary** siblings may be picked up at the main entrance. Parents must park in the parking lot (**NOT in the circle drive**) and walk to the building to pick up students. Students will not be released without a parent present.

Beginning at 3:00 pm the only vehicles that have permission to occupy the circle drive belong to the families that have purchased the privilege through the school auction.

We will need everyone's cooperation to have an orderly dismissal.

Any student not promptly picked up will be escorted to Homework Club to contact parents. Parents may pick up student in the Homework Club by parking at end of the building near the middle school.