



Arrival/Dismissal Procedures for 2015 – 2016

Arrival Procedures

- Students cannot enter the building until 7:45 when they see a teacher/administrator come outside, or the doors are open for their admittance.
- Parents pull all the way up to the end of the sidewalk and students can only exit the car on the passenger side.
- If needed, a teacher/administrator will assist getting students out of the cars to make the process more efficient.
- If a parent wants to walk their student to the building, they must park and walk up with their student.

Dismissal Procedures

- Parent pick-up students will be dismissed at 3:00 and will walk down to the front doors.
- Students will sit by grade level and wait for their name to be called.
- Front doors will remain locked during dismissal.
- Cars will pull all the way forward in a single file line to the end of the sidewalk.
- A teacher will call the family name(s) to another teacher inside the building to get the student(s) out to their parents.
- Students must load the vehicle from the sidewalk. If they need to load from the driver's side, the driver must get out and walk the student to the other side of the car.
- Once all of the students are loaded, the car will pull away and the next car will pull all the way forward.
- Parents must remain outside the building for student pick-up.
- If you feel you must walk up to the building, you will need to remain on the sidewalk, away from the front doors, so teachers have clear sight lines and pathways to all vehicles needing to be loaded. The parent pick-up line will get priority loading.
- If your child has not been picked up by 3:20, they will be in the front office and you must come inside to sign them out.
- Please utilize the pick-up line as this is the safest way to transfer each child from teacher supervision to parent supervision without additional distractions. Thank you for helping us keep every child safe.