

# Arrival & Dismissal Information

*To ensure the safety of all students and staff please follow these guidelines.*

The parking lot speed limit is 5 mph! Do not use your cell phone while driving in the parking lot.

## Arrival

Elementary & Middle School students may arrive from 8:00 – 8:30. Preschool & Kindergarten students may arrive from 8:15 – 8:30. Enter the driveway at the farthest east entry. Pull forward as much as possible and **do not stop and unload in front of the Middle School**. Have doors unlocked and student belongings ready and easily accessible. A staff member will meet your vehicle and assist your child as he/she gets out of the car. After your child is out of your vehicle, proceed carefully through the parking lot to the western exit. **Parents of Preschool students must park and sign them in!** Please refer to the PreK sign in procedures for detailed information on what the Health Department requires.

## Half-day Dismissal

Dismissal begins at 11:15 and *must be completed by 11:30*. At this time, park in either a designated spot or angle park along the front of the building, and walk in to get your child. Sign your student out near the classroom entrance. Please refer to the PreK sign in procedures for detailed information on what the Health Department requires.

## Afternoon Dismissal

All vehicles will park; adults will walk to the front gates, and then accompany their students to their parked vehicles. **Your student(s) have an assigned time period for dismissal.** Plan to arrive within your student's dismissal time. Please use the following guidelines. Since parking is limited, we ask for your cooperation by closely adhering to your assigned time.

- |           |   |
|-----------|---|
| 2:45-2:55 | Full day Pre-school/ Kindergarten students and Lower Elementary students (grades 1-3) that do not use a daily carpool       |
| 2:55-3:05 | Upper Elementary students (grades 4-6), and students with a regular daily carpool who have a completed carpool form on file |
| 3:00-3:10 | Students with siblings pre-k to middle school and Middle School students not attending tutorials                            |

After you park, follow the pathways and designated crosswalks (see map on back). *DO NOT cross anywhere other than designated crosswalks and DO NOT walk behind parked cars!*

Please simply connect with your student(s) at the gate and immediately accompany them to your vehicle and leave campus-**DO NOT STOP TO SOCIALIZE WITH OTHER PARENTS AT THIS TIME or you will compromise the procedure.**

Only vehicles with handicap permits may angle park at the front of the property closest to the sidewalk. If you need to take your student earlier than your designated time, plan an extra ten minutes to go to the classroom, sign out and leave the parking lot before 2:45 p.m. so you will not interfere with dismissal. **Please do not leave your car running unattended, or leave young children in your vehicle unattended!**