

Important Notice

Parent Drop Off and Pick-Up Procedures

Morning Drop Off

Parents may drop-off their children from 8:20 – 8:35.

Parents who drive their children to school in the morning **MUST** follow the procedure that follows:

- Enter the school parking area by the second Dayton Road entrance and drive to the curb by the TLC entrance.
- **CARS SHOULD NOT BE PARKED ALONG THE CURB.**
- The first car in line should pull up to the metal poles.
- Four cars may unload in the circle at once. The other cars in line should wait until these four cars have unloaded and have driven out of the circle. Then the next four cars may pull into the circle to unload.
- **At no time should cars pull out of line.** This creates a safety hazard. If one car has finished unloading before the preceding car, the driver should wait until the car has finished unloading and has pulled away before leaving the circle.
- Staff members will be available to open car doors and help children out of the cars. Parents should not exit cars to do so. This slows the flow of traffic.
- **Please be sure to have students who are being dropped off at school seated in the passenger side of the car.** Younger siblings in car seats should not be situated on the passenger side, as we want children exiting cars at the curb not in the circle.
- Once children have exited the cars, they should proceed directly to their respective wings. They may line-up outside of their classrooms but may not enter until the bell rings.
- If you arrive at school after **8:35, walk your child into the office and obtain a late slip.** Students who are not accompanied by a parent will not be permitted into school until a parent signs them in. Staff members are only on duty at the rear entrance from 8:20 a.m. to 8:35 a.m. and we do not want children entering the building unsupervised.

Afternoon Pick-Up

All children who are being picked up by parents **must have a signed note** from the parent indicating the date of the pick and the name of the person who will be picking the child up. The parent or the legal guardian must sign the note.

If you plan to pick your child up each day, you may complete the permanent dismissal plan form. If there is a change to this plan, you must either write note for the day on which you have made other arrangements or complete the change of dismissal plan form. This includes any change in the person who will pick your child up.

Parents pick-up will take place in the gym. We cannot dismiss children from the office. You should park in the parking lot and enter school through the TLC entrance. Please do not enter through the main lobby. At no time should parents use the walker line to circumvent parent pick-up in the gym. **It creates a hazardous situation when parents are taking children out of the walker line and then pulling away from the curb in their cars.**

Pick – up Time Line

- **3:10** - Parents may enter the gym from the TLC entrance only. A staff member will have parents sign in. After you sign-in, you should line up in the lane that has been designated for this purpose **in the order in which you signed-in.** Since the children are

called for dismissal in order, it is essential that you line up in order of sign in to keep the dismissal process moving quickly.

- **3:15** - Students scheduled for picked up will be called to the gym. They will be seated on the gym floor with siblings. **Please do not call them over as they enter the gym.**
- **3:20** - When the dismissal bell rings and all students are seated, a staff member will call names from the sign-in list and dismiss children to parents. Parents should wait in the lane. Students will walk to the door to meet their parents. Parents and children will exit the gym by the door that is located closest to the nurse's office. You can exit the building by the door located at the end of this hallway. This leads to the side parking lot. Please do not exit by the main lobby as children riding the buses line up in the lobby.

Walkers

Children who are walking home from school **MUST** have permission from a parent or legal guardian. If your child will walk home from school everyday, you must indicate this on your child's Permanent Dismissal Plan form. If there is a change in plan, you must either write a note indicating what your child's dismissal plan will be for the day, or complete a Change of Dismissal Plan form and send it to your child's teacher.

Unless there is an extreme emergency, DO NOT CALL THE OFFICE WITH CHANGES IN DISMISSAL PLANS!!!! The office is very busy during the day and it has been too difficult to accommodate all the parent calls regarding changes in dismissal plans.