

~Arrival and Dismissal Procedures~

Procedures are important for **ALL** to follow. They provide a universal practice that promotes the safety and well-being of the students. Please adhere to these procedures.

Morning Arrival

Pre-K:

- Pre-K parents are to park in a legal parking space and walk to the School Street doors which will be opened for morning arrival at 8:45 A.M.
- Early morning drop off is available for Pre-K students starting at 7:30 A.M.

K-8:

- Two green plastic flagmen will designate the morning arrival drop-off zone.
- The drop-off zone opens at 7:20 A.M.
- Do NOT let children disembark from your car before you reach of the drop-off zone.
- Do NOT drive into the faculty parking lot.
- Do NOT park on the opposite side of the drop-off zone on Anstice Street.
- If you have to assist your child, please drive to Weeks Ave where you can get out of your car and assist your child without delaying general dropoff.
- The drop-off zone closes at 7:45 A.M.
- When the green flagmen are being taken inside (7:45 A.M.) and you are still on the car-line, stay on the car-line and drive your car to the Weeks Avenue entrance. Your children may enter the building through the Weeks Avenue doors and will not be late. Children arriving after 7:55 A.M. are considered late and will receive a late pass.

Dismissal:

Times: Pre-K and Kindergarten car riders dismiss at 2:30 P.M. Grades 1-8 dismiss at 2:45 P.M.

Pre-K:

- Pre-K parents are to park in a legal parking space and walk to the School Street doors.

- Pre-K parents who have older children in the school are asked to arrive at 2:45 P.M. This will allow your older children to pack up their belongings and homework correctly. They will meet their Pre-K sibling on the Pre-K floor and be dismissed at 2:45 P.M.
- Once all your children are dismissed to you, your immediate departure is necessary to ensure the security and safety of the children.

K-8:

- Car-riders and Bus-riders will be dismissed from the Weeks Avenue doors.
- The car pick-up line will begin on Weeks and continue on Anstice Street. The Weeks Avenue pick-up line will open at 2:35 P.M. for the Kindergarten students (and their siblings). The line will open for grades 1-8 at 2:40 P.M. Bus-riders are dismissed at 2:50.
- Teachers on car duty will dismiss children to their parents as they drive up to the Weeks Avenue pick-up zone. Drivers should move as far down Weeks Avenue as possible.
- Parents are to remain in their cars to keep the line moving.
- Parents may also park their cars where parking is permitted and walk to the pick-up zone where their children will be dismissed to them. Please do not take your children off the line without notifying the teachers on duty.
- Parking is NOT permitted on Anstice Street in front of the Chapel. Please be considerate of our neighbors. Do not block intersections or driveways.
- It is imperative that everyone adheres to the code enforcement of the area. The speed limit for a school zone is 20 MPH.
- It is imperative that you pull away from the curb carefully. The buses depart from the Chapel parking lot anywhere from 2:45- 3:00 P.M.

Bus Dismissal:

- Bus students will be dismissed from the Weeks Avenue doors prior to the car rider dismissal. They will be escorted to their buses by an assigned teacher.

Dismissal Change Requests

If your need to change your child's regular dismissal (for example, to get picked up instead of getting on a bus) you must contact the Main Office by 2:15 pm.