

Bell times: 9:20 a.m.- 4:00 p.m.

ARRIVAL PROCEDURES:

Students may enter at 9:10 a.m., please no early drop-offs for safety due to no supervision for children until staff are on contract.

Walkers: should not arrive early due to supervision. There are two crossings at the four corners. Staff members will also be present at the four corners. Walkers are walked up the sidewalk by staff and safety patrols and will be organized into grade level lines. A staff member will escort them to their hallway. Staff will be present to assist any child who needs support in finding their teacher's classroom. Kindergarten staff will be present to walk kindergarten students to classrooms.

Car Riders: Cars will drive through the circle in front of the school and are guided by staff. Students will exit curbside. For safety, we ask that parents do not exit vehicles in the loop, and any car seats be placed on the passenger side for a curbside exit. Drivers should wait at the white line at the loop entrance until staff waves them forward. Vehicles may not pass other vehicles in the loop. If you need to come into the school, you must park in the parking lot as the Kiss 'N Ride loop is a fire lane. Please inform the staff member if you have a kindergarten student and they will proceed to the kindergarten arrival line in the front of the school. This line will be walked to classrooms by staff.

Bus Riders: Bus riders will be met by staff in the upper loop who will escort them into the building. Staff will be available in the front of the school to assist any students needing help to find their classrooms during the first week of school. Kindergarten students will be escorted by kindergarten staff. No personal vehicles are permitted in the bus loop.

Daycare Vehicles: Daycare vehicles drive through the Kiss 'N Ride loop. Students will enter the front doors. Staff will check for any kindergarten students and ensure that kindergarten students get safely to the kindergarten line in the front of the school.

DISMISSAL PROCEDURES

Walkers: Walkers will be released by grade level and will walk out the playground-side doors. Walkers will proceed down the sidewalk to the four corners, led by a staff member. Kindergarten parents or guardians must show their tag number to staff to ensure a secure transition. First through fifth grade students are released at the four corners to walk home. Crossing guards and staff will be present at the four corners to safely escort students across Waterway Drive.

Car Riders: Students will wait in the cafeteria with a grade level teacher. Kindergarten students will remain with a kindergarten staff member in the cafeteria until their car rider number is called, when they will be escorted to their car.

Students will be assigned a family number and will wait quietly to be dismissed by number. Students will exit door 3 and staff will dismiss students to the appropriate vehicle. Parents participating in the car rider pick-up program (also known as Kiss 'N Ride) will complete a form, will receive a numbered tag unique to their family, and will display the tag by hooking the tag to their rearview mirror when coming through the car dismissal line. Outside staff will communicate numbers to inside staff so your child(ren) can meet you safely in the circle as you drive around. Forms will be available at Open House and Orientation. Forms will also be available in the front office and on our website. If individuals picking up students forget their tags, the individual must park and come to the front office **with identification** to receive their child.

Bus Riders: Staff members will escort students to their buses. Preschool and kindergarten students must sit in the front of the bus to ensure they are released to an authorized individual.

Kindergarten Transportation Authorization Form: This form must be completed by kindergarten parents prior to the first day of school to ensure kindergarten students are dismissed from the bus to an authorized individual. The form will be a part of the ParentVue New School Year Packet.

Daycare Vehicles: Students will proceed to the art room at dismissal and kindergarten students will be escorted by a kindergarten staff member. Students riding daycare vehicles will be escorted by a staff member to the Daycare Vehicle Pick-up location in the front of the school by a staff member to board their assigned daycare vehicle.