

Parent Transport Arrival and Dismissal Procedures

Attention:

Our parking lot flow has changed. Please follow the arrows that are painted on the concrete. Cars will now enter and pull along the curbside. Please do not park at the curb.

Morning Arrival - 8:50-9:03 (Tardy bell rings at 9:03)

- Classroom teachers will be greeting students inside of the building. Parents MAY NOT accompany students into the building under any circumstances
- Please do not drop off your child any earlier than 8:50.
- Due to limited parking, parents are STRONGLY ENCOURAGED to use our drop-off lane by the curb. When using the drop-off lane along the curb, parents should pull up to the front of the lane which is located by the gravel part of the parking lot, let their students out safely, then move along so that the next cars can drop-off. There is NO parking in the drop-off lane and drivers must NOT exit the vehicle!
- If you choose to park and walk your child to the front entry door, use caution and watch for vehicles. Abide by all regular parking rules, including leaving disability accessible spaces for drivers with the proper designation. Do not block driveways.
- All Students will enter through Doors #1 and #5.
- All students getting breakfast will head to the Cafeteria after entering.
- SACC students will proceed from SACC area and go directly to their classroom.
- All students who are tardy (later than 9:03) will enter through the main office doors. Parents, please accompany late students into the office where you will sign them in for the day.
- All visitors must check in at the office

Afternoon Dismissal - 12:12 on ½ days, 3:58 on full days

- Students are NOT allowed to walk through the parking lot unaccompanied.
- Any children waiting with parents in the parent pick-up area MUST be supervised by their parent and are prohibited from climbing, running, throwing items, or playing in the parking lot. Please exit the parent pick up area with your child(ren) as soon as they are dismissed to free up more parking for others.
- You MUST always communicate your child's dismissal plans with your child's teacher.
- Students who are parent pick-up at the end of the day will exit their classroom's exterior door. Young Fives will dismiss at the main office doors.
- Students will only be released to parents at the classroom door. If you have multiple students to pick up, let your child know that the younger student may be picked up first. You can begin picking up students at 3:50pm (half days 12:05) at their classroom exterior door until 4:05 pm. Any student being picked up later than 4:05 can be picked up from the main office.
- Bus students will use the exterior classroom doors and walk directly to their bus when it's announced over the P.A. system. Staff will be outside to help assist.
- SACC students will use the hallways to walk to the cafeteria where attendance will be taken.
- Change of dismissal procedure must be either: phoned into the office (at least a half hour before dismissal) OR a note in writing to the teacher. Please do not email teachers or Mrs. Elter this request as they may not check their emails while instructing students or working in the office during the day.