

ARRIVAL + DISMISSAL ROUTINE PROCEDURES AT SOUTHWOOD ELEMENTARY SCHOOL

Dear SES Families,

Here is a reminder about our dismissal procedures for car riders that will remain in place for the 2021-2022 school year. We ask that you please carefully read and follow these guidelines in preparation for the new school year:

(**Please read the information thoroughly even if you are a returning family. We have made a few changes.**)

STUDENT ARRIVAL

1. **Arrival begins at 7:50 AM.** Please do not drop off any students prior to this time. We will not have supervision available.
2. Please do not arrive early and park along the sidewalk to wait for 7:50 AM. This creates a dangerous situation as our cars will eventually back up and stop traffic on the highway. If you arrive early, park in the parking lot near the softball diamond (west side) and wait. Please do not park along the west sidewalk. That sidewalk area is reserved for Little Knights drop-off only. If you do park, once you see staff going to the sidewalk to greet cars, either walk your student to the sidewalk or circle back to the entrance and get in the line forming in our drop-off lane.
3. Please ensure that your student(s) is/are ready to exit the vehicle promptly with all needed materials when the vehicle comes to a stop. This will make for a quick exit and keep our traffic flowing.
4. When exiting the drop-off lane, all drivers are strongly encouraged to look in all directions to ensure you are safe to proceed.
5. Students arriving from 7:50-8:05 AM will report to the cafeteria.
6. Those car riders who need to eat breakfast will report directly to the cafeteria to begin eating as soon as they arrive.
7. Breakfast service begins at 7:50 AM.
8. Students are considered tardy if they are not in their seats ready to begin the day at 8:25 AM.

PLEASE SEE REVERSE SIDE FOR DISMISSAL INSTRUCTIONS!

STUDENT DISMISSAL

1. Parents walking up to the doors for pick-up will not be admitted into the building. Our main entrance door will remain locked at the end of the school day. **Dismissal for grades K-6 will begin at 2:55 PM. Little Knights car riders and siblings will be dismissed at door #12 (west side) from 3:05-3:15 PM.** Car riders will be waiting in the cafeteria with adult supervision.
2. Please park your vehicle in the parking lot and walk to the main entrance at the front of the building for grades **K-2 (door #1)** or the **west doors (door #12) for grades 3-6 and Little Knights.** If you are picking up multiple children, report to the door where your **youngest child** will be dismissed. Older siblings will join the youngest one there.
3. Parking along the west side sidewalk (outside door #12) is reserved for Little Knights families only.
4. Handicapped individuals that need special assistance at dismissal need to call the office and make arrangements. Please wait until 3:10 PM to arrive, as the majority of our pick-up traffic would be gone, which would make it easier for you.
5. Parents (or the adult approved for pick-up) will be greeted by a staff member.
6. Please identify yourself to the staff member and tell him/her who you are picking up.
7. ***Please have your photo ID available in case there is any question.***
8. The staff member will communicate to the cafeteria supervisor that his/her adult is here to pick up.
9. Parents are asked to please stand away from the doors and social distance from other families so that the children can safely exit the building and see their adult.
10. To optimize parking spaces in our area, we kindly ask that you exit the parking lot after picking up your student(s).
11. Please do not feel like you must pick up right at 2:55. If some parents would choose to wait until closer to 3:05-3:10, that will help us to promote social distancing if needed.
12. Children that are not picked up by 3:15 PM will move to the office and the adult picking up will need to ring into the office to get them.
13. **Please remember that the school office closes at 3:30.**

Thank you,
SES Staff