

Arrival & Dismissal Routes 2021/2022

Arrival:

- Breakfast begins at 8:05
- Students may enter the school starting at 8:05am
- Class begins at 8:20am

Dismissal:

- Begins at 3:00pm
- Buses released first, then walkers, then car pick up.



Safety is our #1 priority!

Please help keep arrival/dismissal safe by following the traffic patterns and rules listed above.



Endeavor Elementary School

4400 Smith Road
West Chester, OH 45069
(513) 759-8300

Endeavor Arrival Procedures (8:05-8:20)

- ☐ **CAR RIDERS** (Back Lot where the playground is located)
 - All families that are dropping off their children **MUST** use the back lot (by playground). **Car Rider are NOT to be dropped off or picked up in front of the building**
 - Buses and daycare vehicles will use the **FIRST TWO LANES**. Cars will start lining up in the **THIRD LANE**. (Staff members will direct traffic.)
 - **Students MUST exit their vehicles on the passenger side of the vehicle** to avoid moving traffic. PLEASE remind your child of this everyday.
 - Students must stay in their cars until they are directed to enter the building by the staff on duty.
 - When vehicles exit the school grounds, **they must turn right out of the school parking lot in order to keep the flow of traffic.**
 - The gate to the back lot will be closed at 8:18. Students who arrive after 8:18 will not have enough time to get to their classrooms without being tardy. Therefore, parents must proceed to the front of the building, **park in a designated space, and have your child enter the front entrance to sign in. They will be issued a tardy slip to take to the teacher.** We understand that we will need to be flexible during the first two weeks of school, but will then enforce this time constraint.
 - All families that will be picking their children up by car **MUST** have a car rider number. Returning families will use last year's ID badges. New families can contact the office to obtain a badge.
 - One badge needs to be placed in the vehicle picking up the student and the other attached to the student's backpack.
 - If there is a change in transportation we ask you **PLEASE CONTACT THE OFFICE BY PHONE BEFORE 2:00 PM.** That will give our office staff enough time to let your child know of the change.
- ☐ **BUS RIDERS** (Back lot and Front Entrance)
 - When the buses get to their location, the students will wait for the bus drivers to stop and the teachers on duty will give the signal for the students to exit the bus.
 - Students will walk to the door and go to their destination
- ☐ **WALKERS** (Front Entrance Only)
 - Walkers will enter through the front doors of the building.



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Endeavor Dismissal Procedures (3:00-3:15)

- ☐ **Bus Riders** (Back lot and Front Entrance)
 - **Bus Riders will be dismissed FIRST at approximately 3:00.**
- ☐ **Walkers** (Front Entrance) & **Daycare Riders** (Back lot)
 - **Walkers & Daycare Riders will dismiss at approximately 3:05**
 - Walkers must stay on the sidewalks and cross the driveway and/or Smith Rd **at a crosswalk** under the supervision of the staff member on duty.
 - **Bike riders must walk their bikes until they are off school property.**
- ☐ **Car Riders** (Back lot of building)
 - **Car riders will be dismissed at approximately 3:10**
 - All cars picking students up must have their Number/ID tag. A car tag must be displayed on the dash or from the mirror of the vehicle so that it is clearly visible to the staff member(s) on duty.
 - **If you do not have one, you must park in the front lot, come into the building, and sign to have your child called to the lobby for dismissal to meet you.**
 - Buses and daycare vehicles will use the **FIRST TWO LANES**. Cars will start lining up in the **Third Lane**. (There are staff members on duty to direct traffic.)
 - Students will be loaded into the first row of cars **by a staff member**. When loaded, the first lane will exit the parking lot.
 - Students will then load the 2nd row of cars and then they will exit the parking lot. This will continue with each row until the dismissal is completed.
 - If a parent is in line, but a student is not there to be picked up, the parent will be asked to move up to a designated waiting area by a staff member and wait for their child.
 - If there are **NO** staff members in the pickup area, that means that they have dismissed all cars and any students left are now waiting in the office.
 - Students should be dressed for the appropriate weather as they may be waiting outside until they get into their car.
- ☐ **Parent Lobby Pickup (Front Entrance)**
 - In order to limit crowding in the office, we ask to **please limit lobby pickups as much as possible**. We understand that emergency situations happen but we want to continue to keep Endeavor as safe as possible.
 - In the **rare** case that students who are typically car riders need to be picked up in the lobby, parents must come to the Endeavor Office **by 2:30** to sign their child out.

****THANK YOU for helping us make everyday SAFE for every STUDENT****