

EVERYTHING YOU NEED TO KNOW ABOUT ARRIVAL



OVERVIEW

CATEGORIES. Students are categorized as one (or more) of the following for arrival *and* dismissal:

- Bus riders
- Car riders
- Walkers
- Day care van
- HotSpots (on-site before and after care)

ENTER HERE! No matter the mode of transportation to school, when students arrive they will enter through the **front entrance** doors under the canopy (1A).

The exception is HotSpots. The morning drop for HotSpots is at the exterior cafeteria doors. HotSpots students walk through the school to their classrooms after the first bell rings at 8:45 a.m.

THE FRONT DOORS OPEN AT 8:45. The first bell rings and front entrance doors open at 8:45 a.m.

THE DAY BEGINS AT 9:15. The second bell rings and students are expected to be **in their seats** to start instruction at 9:15 a.m.

THE DAY ENDS AT 3:45. The instructional school day ends at 3:45 p.m.

DISMISSAL. Dismissal begins at 3:50 p.m.

MORNING CAR RIDERS



We recommend that all students ride the bus. However, if your child is driven to school we ask that you adhere to our “Five Easy Steps for a Safe and Successful Parent Drop-Off!” Once you drive onto the school grounds and “follow the cones,” please do the following:

- 1) **STOP.** Parents should only drop off students once their vehicles are lined up in a single file line and have come to a complete stop within the yellow painted drop off zone (the “Parent Drop Off Zone”). Please do not pull up to the crosswalk.
- 2) **EMPTY.** All six cars in the Parent Drop-Off Zone should empty at the same time. Please do not wait until pulling up to the front of the line. All students are to follow the sidewalk to the front entrance of the school. Please remind your children to walk on the sidewalk to the main entrance.
- 3) **HUGS AND KISSES.** Please give the hugs and kisses before dropping off. Each child is to remain in their vehicle until 8:45 a.m. at which point the doors to the school are open and supervision is provided. Students are expected to be in their seats to start instruction at 9:15 a.m.
- 4) **EXIT.** Once the crosswalk is empty, all vehicles in the Parent Drop-Off Zone can pull away. Safety first: please do not take your eyes off the parking lot and slow your car to watch your child enter the building.
- 5) **ASSISTANCE NEEDED?** If your child needs assistance exiting the vehicle, please park in a parking space and use the crosswalk to assist your child across the road. Parents are not to escort their child to their lockers or classrooms. Students are encouraged to walk to their classrooms or lockers by themselves or with a staff member if needed.

TRANSPORTATION SURVEY

A transportation survey FOR EACH CHILD was sent via email from Central Office at the beginning of August. Please complete the survey. **WE MUST KNOW HOW TO DISMISS YOUR CHILD ON THE FIRST DAY AND THEREAFTER.**

Call 410-751-3530 if you have not received your transportation survey or have questions.

EVERYTHING YOU NEED TO KNOW ABOUT DISMISSAL

OVERVIEW: EARLY DISMISSAL vs. CHANGE OF DISMISSAL

EARLY DISMISSAL. When a student leaves early—*before the bell rings at 3:45*—this is an **early dismissal**. Reason for dismissal is needed and is noted on the student's attendance record.

CHANGE OF DISMISSAL. When a need arises for a student to dismiss differently than their “every day” way at the end of the day—*after the bell rings at 3:45*—this is a **change of dismissal**. Examples include students who have to be dismissed to an afterschool activity instead of their bus; or dismissed as a car rider instead of their daycare van, etc. When a “Change of Dismissal” email is received, a pass is created by the office and delivered to the student's homeroom teacher for use by the student. (See how to submit a “change of dismissal” correctly below.)

BEFORE THE BELL: EARLY DISMISSAL



Pick-up before dismissal time (3:45 p.m.) should be limited to minimize schedule disruption and is **STRONGLY DISCOURAGED**.

Dropping by at the spur of the moment to pick up your child from school is also strongly discouraged.

- Parents picking up their child before 3:45 p.m. need to send in a note via back pack or an email to CES attendance (cesattendance@carrollk12.org) and to the student's teacher to alert them to the early dismissal. (Email preferred; will receive a confirmation. A note will not.)
- The early dismissal email should have your child's full name, grade, and teacher in the body of the email and the reason for early dismissal.
- Parents/guardians picking up their child before 3:45 p.m. must report to the office. Office staff will call student and sign student out.
- ID will be requested at pick-up. If someone other than the parent or guardian is picking the student up early, that individual's full name must be noted in the email/note.
- Students who leave before 3:45 p.m. are marked tardy (leaving early).

AFTER THE BELL: CHANGE OF DISMISSAL

The school day ends at 3:45 p.m. To dismiss your child differently at the **END** of the school day, please submit an end-of-day dismissal change **on the day you want to change the dismissal** using the following directions:

- **EMAIL:** ONE GROUP EMAIL MUST HAVE THE FOLLOWING:
jdhoran@carrollk12.org; djglass@carrollk12.org; javrata@carrollk12.org; and “cc” their teacher (find their email in the CES website directory and/or information given by teacher). Please always email the entire group, this ensures the email arrives to someone in the event of a staff absence.
- **SUBJECT LINE:** Place in subject line: **End of Day Dismissal Change**
- **BODY OF EMAIL:** **FIVE** pieces of information should be in the body of the email: 1) Student's full name 2) teacher's name 3) student's grade 4) how the student should be dismissed today with any additional notes that you believe are relevant (bus number and stop information are required if changing to “bus rider”) and 5) the best contact phone number in the event of questions.
- Telephone calls to change dismissal for any student are not acceptable, except in cases of emergencies. Faxes are not acceptable for change of dismissal.
- **SUBMIT.** Submit the change of dismissal by 1:30 p.m. **on the day you wish the change to occur**. This is a long standing practice that ensures no errors are made.
- **SIBLINGS?** One email is preferable for siblings - just be sure to include each child's information and email all the teachers in the one email.
- You will receive a confirmation/reply by 2:30 p.m. If you wish, call 410-751-3530 after 2:30 p.m. if you have not received a reply from the office. We don't mind the call! Better to confirm and have everything go well!



AFTERNOON CAR RIDERS

(FORMERLY REFERRED TO AS "PARENT PICK-UP")

"Car Riders" is another form of dismissal where parents/guardians pick up their children from the school cafeteria upon dismissal at 3:50. (Until 4:05.)

- Parents park their cars and report directly to the cafeteria by lining up at the outside cafeteria doors located near the side parking lot starting at 3:50.
- Parents must provide identification before checking out their child with the staff members.
- Parents wait in line outside until their child has been dismissed to them.
- If someone *other than the usual designee* is picking up at parent pick-up on any given day, an email needs to be sent to the office. (See the first bullet point under "After the Bell: Change of Dismissal" on page 7 for the email list.) That person will require identification.
- Do not enter the school through the front doors. Please remember to go to the cafeteria entrance; you will not be allowed to walk through the school. After 4:05 students are brought to the office for pick-up.



WALKERS / BIKE RIDERS

- **WALKERS** will *enter* through the front of the school. If your walker is designated as a "Slacks Road Walker" or a "MacBeth Way Walker," for safety purposes they will be *dismissed* from the back of the school.

- **BIKE RIDERS** will lock their bike at the bike rack available at the front of the school. (Bike riders must wear helmets—it's the law.)

They can lock their bike to the rack and enter through the front of the school after 8:45 a.m. Your bike rider will be dismissed with the walkers. They will check in with the staff person dismissing the walkers and bike riders, then be allowed to walk through the school to the *front doors* and exit to the bike rack.



SAFETY PROCEDURES REQUIRE THAT PARENTS/GUARDIANS...

... **Yield to all incoming buses.** Buses have the right-of-way.

... **Do not enter the bus load/unload zone** located along the front of the school during our loading busses-on-the-school-grounds windows. (8:00-9:20 a.m. / 3:15-4:15 p.m.)

... **Do not park in our bus zone** (painted yellow curb and diagonal line area in front of school) at *any time*. Use the side parking lot area during your visits.

... **Never call for a child to cross any road or lane of traffic** to reach his/her vehicle. Staff members are instructed to keep children safe and will not allow this unsafe practice.

... **Be courteous to staff members who supervise dismissal.** They work very hard to keep all children safe.