

Erma Siegel's 2023-2024 Arrival and Dismissal Procedures:

Erma Siegel Elementary School doors open for children at 7:15 a.m. each morning. Supervision of students is not provided before this time unless the student is enrolled in the Extended School Program. No students, other than students enrolled in ESP should arrive prior to 7:15 A.M. Students arriving before 7:15 A.M. must wait outside in the car. Children arriving after 7:30 A.M. will be marked tardy. Students arriving late to class will be required to obtain a tardy note from the office.

Arriving by Car

Parents driving their children to school may drop them off each morning on the right side of the school building, rear side of the school building (2 carpool loops available), or the front of the school building in the carpool loop. The parking lot in the front of the building is reserved for parking only. Students may not be dropped off in the parking lot.

Arriving by Bus

Students transported to school on buses begin arriving at approximately 7:15 A.M. The buses drop off students in the front of the gym entrance of the school building.

DISMISSAL PROCEDURES:

The instructional day at Erma Siegel Elementary School ends at 2:30 p.m. Carpool lines will begin dismissing students at 2:30. Staff members carefully supervise the car rider pick-up areas at all times. Car riders will meet their rides at the carpool loops.

Pick-up procedures are as follows:

Car Dismissal:

Car enters carpool loop and displays carpool sign in front window. **Any parent picking up a child without an official ESE car rider dismissal sign, will have to park in the lot in the front of the building, sign in, show valid identification, and wait until the conclusion of afternoon dismissal.**

Logistics: As each driver enters the carpool loop of the school building, a staff member uses a microphone to announce the list of riders. Cars continue through the line and pull up by the sidewalk. Students will wait on the sidewalk until their cars arrive and will enter the cars only after they come to a complete stop. Students may not cross the driveway to meet drivers who may have parked cars in parking spaces. Drivers are asked to arrange for children to enter their cars on the passenger side.

Carpool Pick-up Locations by Grade Level: (Please Note: Siblings dismiss at the youngest child's location)

2 nd	Front of School
Kindergarten	E Wing
1 st Grade	C Wing
3 rd , 4 th , 5 th	A Wing

Bus Dismissal:

The Department of Transportation will not permit children to ride on buses to which they are not assigned on a daily basis without special permission.

Walker Dismissal:

Walkers will be dismissed from two different locations. Students dismissing to Thompson Lane will be dismissed from the gym. Walkers dismissing to Kings Ridge or Regency Park will be dismissed from the E wing loop. Parents of walkers may meet their child outside the E wing carpool loop, but may not park in the carpool loops, as these will be used for car rider dismissal. Parents are not permitted to greet their children in the front lobby after school.

Points to Remember:

Parents are asked to assist with dismissal procedures by making certain that children are clear about dismissal plans before they enter school each morning. Last minute changes in plans are often confusing to children. All changes in transportation plans must be put in writing and sent to the children's teachers. Adjustments in transportation will not be made without written approval from parents. End of the day phone calls to the office to

change your children's dismissal plans create many problems for the school. Parents will be asked to fax a signed note or an email, if the change is made at the end of the school day.

**Your patience, courtesy, and willingness to work with the school will assist us in well-organized and safe dismissals. Please contact the school at 615-904-1002 if you have any questions or concerns regarding these procedures.