



from the office of  
Safety, Security, &  
Emergency Management

## SCHOOL CLOSURE

*When Providence Day closes - including during the school day - parents will be notified on your phone via Connect5. The PDS website will also include important school closing information.*

## EMERGENCY EARLY DISMISSAL

Parents will receive directions via Connect5. School phone lines may be quickly overwhelmed so please feel free to contact your MS or US student on his/her cell phone or iPad. (This is an exception to school-day policy.) If you are giving your student permission to leave, please make sure you also speak with school personnel to verify. If the school deems it is unsafe for a student to leave on his/her own accord, the student will not be released to drive home.

## Incoming Campus Traffic

1. Please keep in mind that safety is our first priority so be patient with slow-moving traffic.
2. Carpools picking up students from more than one division should go to the division pick up area of the youngest student.
3. **Incoming traffic from the main entrance should follow these lane assignments:**  
**Lower School (LS):** Cars entering campus for LS pickup should use the **right lane** only.  
**Middle School (MS) and Upper School (US):** Cars entering campus for MS and US pickup should use the **center lane** only. MS traffic should proceed through the intersection for pick up near Ridenhour Gym. US traffic should turn left into the MAC parking lot to queue up for pick up.
4. The back gate will also be open for ingress and egress.

## Bus Transportation

Buses will depart prior to the general school dismissal. The Transportation Department will expect riders to follow their normal ridership schedule unless the emergency dictates otherwise.

**Parents of LS students may alter those plans by emailing their child's classroom teacher and copying [pds.transportation@providenceday.org](mailto:pds.transportation@providenceday.org). When the teacher responds to parents please use **REPLY ALL** so that everyone is working from the same information. Parents of MS and US students should also email [pds.transportation@providenceday.org](mailto:pds.transportation@providenceday.org)**

## Lower School (LS) Dismissal - Ferryboat Carpool

- Bus riders: LS students riding the bus will be dismissed prior to the general school dismissal. LS TAs will walk the students to the buses for dismissal. Buses will depart as soon as possible.
- Children in carpool with US drivers: LS teachers keep a list of the student drivers and other adults authorized to pick up LS students. Please keep this list current by notifying your child's teacher when there is a change. If your plans change for today, please email your child's teacher. Upper School student drivers will be dismissed early to pick up LS students riding with them from the LS Office. LS teachers will bring those students to the LS Office to meet their carpool/drivers.
- TK-5 students: Dismissed to the ferryboat for normal carpool. Please queue up. Do not park and get out of your car unless you are in the ferryboat area.
- Middle School or Upper School siblings and carpool riders will join their LS siblings/friends in the ferryboat carpool.

### **Middle School (MS) Dismissal - Ridenhour Gym**

- Bus riders: MS bus riders will be dismissed prior to the general school dismissal. Buses will depart campus as soon as possible.
- MS students riding in carpool with US drivers: Upper School student drivers will pick up MS students riding with them from the Ridenhour Gym prior to the general school dismissal. Only those students who typically ride with the US drivers will be allowed to ride with US student drivers.
- MS or US siblings and carpool riders will join their LS siblings/friends in the ferryboat carpool.
- All other MS students will report to the Ridenhour Gym for dismissal. Students will sign out as soon as their parents or other authorized persons arrive on campus.
- Please contact your student on his/her cell phone or iPad to let your student know you are on campus. If you cannot reach your student, please stay in the MS carpool line and queue up to the MS pick up area. The MS teacher on duty will radio for your student and others riding with you to come out to your car. (The MS pick up location is at the crosswalk along the drive between Ridenhour Gym and the West Wing.)

**Please queue up and do not park your car and get out of your car.**

### **Upper School (US) Dismissal - Mosack Athletic Center**

- Bus riders: US bus riders will be dismissed prior to the general school dismissal. Buses will depart campus as soon as possible.
- US student drivers will be dismissed prior to the general school dismissal in order to get on the road as soon as possible. US student drivers should call their parents to confirm that they may leave campus.
- Only those students who typically ride with the US drivers will be allowed to ride with US student drivers.
- All other US students will be picked up in the Mosack Athletic Center.
- Please contact your student on his/her cell phone or iPad to let your student know you are here. If you cannot reach your student, please stay in the US carpool line and queue up to the US pick up area. The US teacher on duty will radio for your student and others riding with you to come out to your car. (The US pick up location is in front of the Mosack Athletic Center.)
- The back gate will be open so please use that entrance for easier access to the Mosack Athletic Center parking lot.

**Please queue up. Do not get out of your car.**

### **Thank You Parents For Being Key Partners!**

Your child's safety is our highest priority. We will continue to re-evaluate our emergency early dismissal and school closure policies, plans and procedures to ensure we are following best practices suited to the culture of our school environment. Your feedback is valued and we welcome any suggestions and concerns. Please contact the Director of Safety, Security & Emergency Management at 704-887-6007 or [john.tegeler@providenceday.org](mailto:john.tegeler@providenceday.org)