

Julian Curtiss Elementary School 2023-2024

Arrival and Dismissal Procedures

Dear Julian Curtiss Families,

Below are the arrival and dismissal procedures for the 2023-2024 school year. Your understanding and cooperation in following these policies and procedures is greatly appreciated. We know your lives are busy and you want arrival and dismissal to happen quickly but it is of great importance that our school campus is safe for our students. Drive slowly and be patient when you enter the campus.

School Hours:	Arrival	8:15 a.m.
	Dismissal:	2:45 p.m.

Pre-School hours:	Arrival	8:30 a.m
	Dismissal	1:30 p.m

Morning arrival:

- Staff will meet and supervise all arrivals outside of the building for grades K- 5 at 7:55 a.m. Preschool will be met at 8:25 a.m.
- Classrooms are open and teachers are ready to greet students at 8:00am. **We encourage 8:00 am arrivals.**
- Students in grades K-5 arriving to classrooms after 8:15 are tardy.
- Students driven to school are to be dropped off along the driveway in front of the school or the driveway on the gym side of the building and walk to the entrance.

Drivers please follow this procedure:

1. Drive up to the white sign along the gymnasium side of the school or the stop sign in front of the school. **Do not stop in front of the door.** Pulling up to the top of the driveway will help keep the traffic moving.
2. Remain in the vehicle while students exit the car independently on the sidewalk side only.
3. Do not pass the car in front of you at any time. This is an extreme hazard and is strictly prohibited. Please wait in line, proceed around the loop, and exit onto East Elm Street or Milbank driveways.
4. Please refrain from using cell phones during drop-off.

Once a student has been dropped off, he/she **MUST** stay on grounds.

Please keep in mind that one of our goals is to maximize instructional time for students, so arriving on time will assist your child with organization and academics throughout the school year. Our goal is to have all students in their classrooms at their seats by 8:15 a.m.

Dismissal:

Dismissal for grades K-5 begins at 2:45. Bus students, car riders, and walkers will be dismissed separately.

The front circle is restricted to buses from 2:45 p.m. - 3:00 p.m.

Cars are NOT allowed in the front circle during dismissal/pick-up. Drivers should park outside the school and park or enter the Milbank driveway only.

- Car riders in grades 1-5 will be picked up on the gymnasium side of the building. There is no parking or standing. Vehicles must keep moving around the loop until their child is available for pick-up.
- Walkers being picked up by parents should be met on the black top by the playground.
- Older siblings will be able to meet younger siblings at their classroom with written permission from the parent.

IF there is a planned change in pick-up for your child, you must enter it in the School Dismissal Manager by 1:45 pm. Students will not be dismissed to an alternate party without written authorization from a parent/guardian.

Parking:

For parents and guests of the school, parking is available in the upper level of the back parking lot, along the east side of the driveway. Please note that cars parked in the 5 spaces immediately in front of the school in the afternoon will not be able to move until buses have departed. There is NO PARKING along the entire north (field side), along the entire south part of the driveway from Milbank to the Teacher's lot and anywhere there is a NO PARKING sign.

We hope this outline of policies and procedures will assist you throughout your family's time at Julian Curtiss Elementary School. **Please remember to enter your child's plan in the School Dismissal Manager.**

Thank you for your understanding and cooperation with these very important matters.

Trish McGuire
Principal