

PLYMOUTH CENTER SCHOOL
Arrival and Dismissal Procedures
Pre K through Grade 2

The front driveway is for buses only. Please do not drop off children in front of the school. Please do not enter or exit the driveway in front of the school as it is for buses only.

If your child is tardy, you should park in the side lot and walk your child to the front door and ring the doorbell for entry into the school foyer through the main entrance.

If your child will be dismissed early, please park your car in the side lot and walk to the front of the building to pick up your child after you have signed them out.

PRE K Arrival and Dismissal

Parent Drop Off:

1. Families will:
 1. Enter the parking lot between 8:55 and 9:05 a.m.
 2. Park in the designated visitor spaces or in any other available spaces in the parking lot.
 3. Walk your PreK child to the main entrance doors where they will be greeted by their teachers and put into classroom lines.

Parent Pick Up: (half day and full day programs)

1. PreK families pick up in the same place as drop off - the main entrance.
 1. Families will park, walk to the main doors and pick up your child.
 2. Pick up time for **half day AM** PreK is between 11:40-11:50 a.m.
 3. Pick up for **full day and half day PM** PreK is from 3:05 - 3:15

Grades K-2 Arrival and Dismissal

Arrival for Grades K-2

Please be aware that we cannot supervise your children before 8:40 a.m. Please do not leave your child at school before that time. Staff members are on duty at 8:40 a.m.

- Drop off is on the side of the building by the crosswalk.
- The first car in line is to pull up to the stop line.
- We will unload 6 cars at a time.
- Students should exit the vehicles on the passenger side closest to the crosswalk.
- Students should be prepared for drop off when parents arrive at the crosswalk with their backpack ready and exit the vehicle on their own. Parents with students who need assistance getting out of their car/car seat should park and walk their child to the drop off location.
- PLEASE wait your turn for drop off and only let students exit cars where an adult is stationed.

- Students will enter the building through the front doors with the bus students and walk to their class.

Dismissal Grades K-2

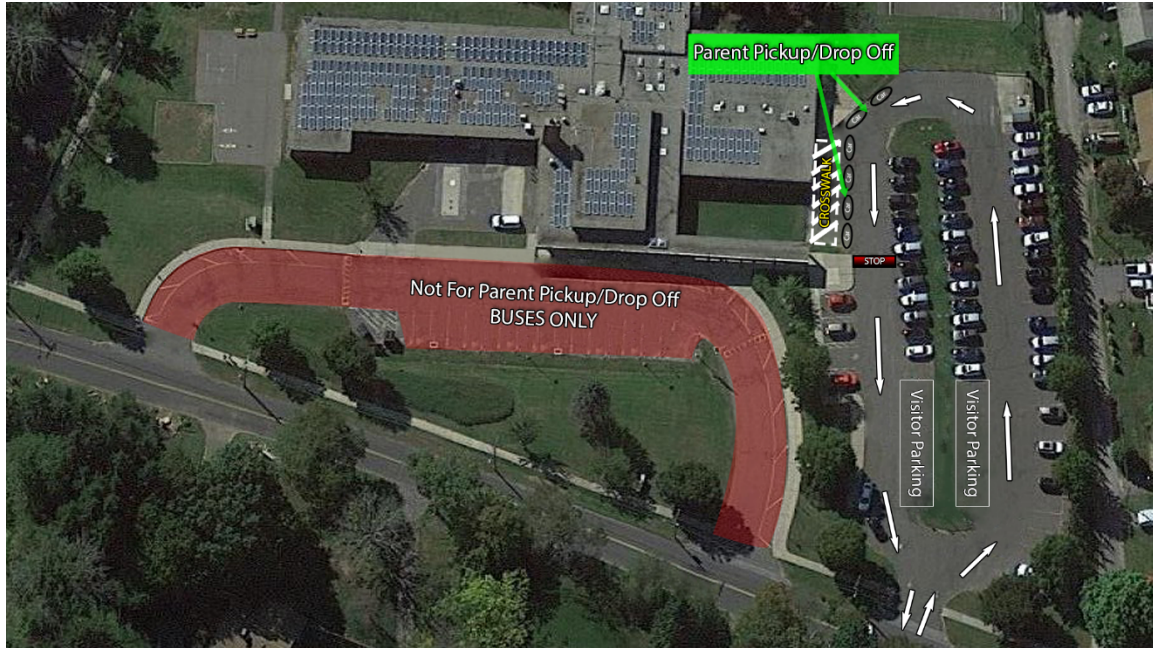
Dismissal is at 3:20 for Grades K-2. Please do not arrive more than five (5) minutes before dismissal time. **PreK dismissal is taking place prior to K-2 dismissal and those cars must be allowed time to complete their dismissal.**

- Pick up is at the same location as drop off, at the side of the school.
- Parents will line up and inform the staff who they are picking up.
- Stay in line and as cars in front of you leave, you may pull forward so that 6 cars are always in line waiting for their child.
- Staff will be stationed in this area to bring students to their cars and check the IDs as needed.
- Staff will not buckle your child into their seats. If your child is unable to buckle themselves in the car seat, we will ask you to park in a visitor spot to assist your child.
- It is safest for students to enter the vehicles on the passenger side closest to the crosswalk.

Early dismissal days will follow the same routine as regular school days.

To further ensure your child's safety, if you plan to pick up your child at school before dismissal time, please park in the parking lot on the side of the school. You must then come to the main entrance, ring the doorbell, and sign your child out. Your child will be called to the office for dismissal and will be walked to meet you in the foyer. No one other than a parent or legal guardian may sign-out a child without **written permission** of a parent or guardian. *If someone else is picking up your child at any time please send a note to the office with your child in the morning giving the specific person your permission to take your child.* The individual picking up your child will be asked to show his/her identification if the staff does not recognize him/her. If we do not have prior notification, we will call you to confirm the pick-up.

We do understand that emergencies arise from time to time so if you need to unexpectedly pick your child up, please call the office to make those arrangements.



IMPORTANT: During morning drop off times and afternoon pick up times (8:45-8:55, 3:15-3:25), parents are not allowed to drive into the schoolyard directly in front of the school to wait for, or pick up, their children. This rule is necessary for the safety of the children and to avoid delays in bus arrivals/departures.

In the past, there have been some traffic violations that have placed students and adults in potential danger. While traffic congestion during drop-off and pick-up times can be frustrating, we ask that everyone be very cautious about obeying traffic safety rules. Please note: the fine for passing a school bus while its red lights are flashing is **\$440!**