

### **Arrival Procedures:**

- **New Time!!** The building is unlocked for students at 8:20 am. For safety and supervision reasons, no one should enter before 8:20 am. If you are enrolled in SACC (School Age Child Care), Before Care Program, the SACC doors will open at 6:30 AM.
- All car riders will enter the school through the back entrance (back of the school).
- Bike riders, Bus riders, and Walkers (all grade levels) will enter through the cafeteria doors (front of the school).
- VISITORS: All adult visitors will enter the school through the main entrance. You must press the buzzer and present your photo ID. You will be asked the reason for your visit. Your photo ID will be checked again once inside. You will sign in, receive a visitor sticker that must be worn at all times, and will be directed to your location.
- After entering the building, students will report to their grade level's assigned location.
- Grades K-5 will report to designated areas supervised by faculty/staff.

### **Car Rider Morning Arrival:**

- All students will be dropped off at the back entrance of the school.
- Please drive (single lane) to the school back entrance.
- Please pull all the way behind the car in front of you before you let your child out.
- Please make sure your child is ready to exit the car by finishing goodbyes and gathering materials.
- A school employee and/or Student Safety Patrol will assist your child out of the car if they need assistance.
- For safety reasons, children must unload from the passenger side only.
- Arrival at or after 8:38 am will be considered tardy and students should be accompanied into the office by an adult for check-in. Start time is determined by the school's atomic clock and computerized bell system. All students are expected to be in the classroom by 8:38 am to not be considered tardy.
- If you need to enter the school with your child, please park in the front area parking lot and enter the front office.
- Any late bus notices will be communicated through the transportation department.

### **Dismissal Procedures:**

- All car and bus riders shall be dismissed at the designated areas only. This policy is for the safety of all students and will be strictly enforced. Parental permission via a written note is required for any change in dismissal.
- All students exit at 3:45 PM. Bus riders will be dismissed through the cafeteria.

- Walkers and bike riders will be dismissed from the main hallway and walked to the main sidewalks of the surrounding neighborhoods. You must give your child permission to walk or ride a bike home. Teachers will send the permission link in their newsletters.

### **Car Rider Dismissal:**

- 1st – 5th grade students will be dismissed to the BACK-parking lot.
- Kindergarteners + their siblings will be dismissed to the FRONT of the building.
- PARK IN DESIGNATED AREA ONLY (2 lanes).
- REMAIN in your car at all times.
- Please turn off engine and refrain from cell phone use during dismissal.
- Have your car tag ready for collection.
- Allendale staff will collect transportation tags and direct the traffic flow. You MUST have your transportation tag in order to pick up your child. If you do not have it you will be asked to go to the office using the front entrance to show your photo ID. The office will verify the release of your child.
- Children will load vehicles within designated lanes.
- PLEASE DO NOT PARK IN THE PARKING LOT OR WAIT AT THE DISMISSAL AREA FOR YOUR CHILD.
- Uber/Lyft: Student may not be picked up from car services such as Uber and Lyft. These companies prohibit minors from being transported alone.

### **Walkers Dismissal:**

- Student walkers will gather inside the school and walk out as a group with an Allendale staff member.
- Students going to Wyngate Estates and Crowne Point will gather in the main hallway at the picnic table doors.
- Students walking to Augusta Place and Benevento will gather in the main hallway at the front outside doors.
- You MUST have your transportation tag in order to pick up your child. If you do not have it, you will be asked to go to the office using the front entrance to show your photo ID. The office will verify the release of your child.

### **Bicycle Riders:**

- Students riding bicycles to school must park their bikes in the bike racks provided.
- Using a bicycle lock is advised.
- Bicycles must stand up at or in the racks. Bicycles cannot be left lying on the sidewalk or in the grass.
- The school cannot assume responsibility for loss or damage to bicycles.

- Please emphasize bicycle safety, bicycle laws, the use of helmets, and manners for your children if they ride their bicycles to/from school. All students who ride bicycles to/from school should wear helmets.
- Students should walk their bicycles while on school property.

### **Transportation Tags-**

- You **MUST** have your transportation tag in order to pick up your child. If you do not have it, you will be asked to go to the office using the front entrance to show your photo ID. The office will verify the release of your child.
- If you need a new one, please let your child's teacher know and we can either send a set of 2 home or you can stop by the office to obtain a new set. The cost is \$5 for a set of 2. If you are a new student, you may ask the teacher to send home or you can pick up your transportation tag that should be used for grades K-5 for no cost. Each new family will receive 2 transportation tags for the family. All additional tags will cost \$5 for a pair.

### **Bus riders:**

- Bus riders will be dismissed from their classrooms as buses arrive. Any late buses will be communicated through the transportation department.
- You can search for your child's bus stop and times using the link:  
<https://www.wcs.edu/domain/1157>
- **Dismissal Reminder** for all K bus riders. Please make sure someone is at home or at the bus stop waiting on them or the bus will not let them off the bus. They will bring them back to school.

**NEW!!! Dismissal Cut off has changed. Early Dismissal cut off is now 3:15.** This includes transportation changes unless it is an emergency. If you need to change your child's dismissal to be a walker or car-rider due to a late bus, call the office. You must pick your child up in the car rider line or in the walker locations if you are picking up after 3:15pm. If you are picking up before then, it will be considered an early dismissal. \*\*\*\*\*We will be starting a new change of transportation and dismissal system. When we do, then you can change transportation through the app. Read about it below.

**New!! School Dismissal Manager Preview: We will not begin until after LABOR DAY!!** This fall AES is going to utilize an app known as School Dismissal Manager (SDM) to assist with student dismissal and attendance. SDM has options for all potential student routes home: walker, car rider, bus rider, SACC, and early dismissal. Please note, this is separate and has a very different purpose than the district's Stop Finder bus app. All families will need to utilize this app to designate your child's daily dismissal plans and create a default dismissal plan.

The School Dismissal Manager program will allow you to set primary default dismissal or specific weekday defaults and make any dismissal changes for your student from a laptop/desktop computer or phone. You will receive a welcome email from SDM containing your account's login credentials in the week prior to the 23-24 school year. This email will be sent to your primary email address listed in Skyward. You may need to check your spam/junk folder. Upon your initial login, you will be prompted to reset the temporary password SDM has generated for you. STAY TUNED!

\*\*\*\*\*We hope to start using it after Labor Day so that we can be trained and work out challenges. \*\*\*\*\*Please be patient!