

## ***Important Morning and Afternoon Information!!***

### **Arrival**

School hours are from **7:10 am-2:20 pm**. The tardy bells rings at 7:40 **a.m.**

We begin receiving students at 7:10 am. Students arriving prior to 7:10 a.m. may **NOT** be dropped off and must be supervised by an adult until the 7:10 a.m. bell.

**Bus Riders-** Bus routes, schedules and designated stops are dictated by Fulton County Schools' Transportation Department. If you have any questions about bus routes or schedules, please call 470-254-2970.

Students are **NEVER** marked tardy if they arrive to school via their assigned FCS bus.

**First Carpool Lane (staff assisted)-** Carpool runs from 7:10-7:40 a.m. Parents should not exit cars to open and assist their child in the carpool lane. This is a safety issue and stops the flow of the carpool line. Also, for safety reasons, all children should exit from the passenger side of the car.

Carpool will end promptly at 7:40 am. so that teachers on duty can start instruction for the day. When teachers leave their post and start walking toward the building no other children should exit cars and come in through the carpool door. If you're waiting in the carpool line at 7:40 a.m. and no one has opened your door, you will have to take your child to the front of the building to be checked in as tardy.

**Second Carpool Lane (unassisted)-**Main entrance. This is the bus lane and will **NOT** be available until after 7:30 am. Students must be able to get out of the car without an adult. This includes a parent. Parents should **NOT** exit the car. If you need to assist your child with exiting the car and walking into the building, you will need to park in the upper lot and walk your child into the building. Students can **ONLY** be dropped off on the curb side. It is extremely dangerous to drop a child off in the road rather than at the curb because they must walk across flowing traffic.

There should be no passing other cars in this lane. Also, please refrain from honking as this startles students and disrupts classrooms on the front of the school.

**Tardies-**Students are considered tardy when the 7:40 a.m. bell rings. If you find you are still waiting to drop your child off in carpool or arrive after the 7:40 a.m. bell, you will need to walk your child into the building and sign them in. Students may not sign themselves in.

## **Dismissal**

Dismissal will begin at 2:20 pm. Buses will be dismissed followed by carpool. Walkers will not be released until carpool is over at 2:40 pm. Dismissal ends at 2:40 pm. Students not picked up by 2:40 pm will be brought to the front office. If you arrive after 2:40 PM, you will need to park and sign out your child(ren). After 5 late pick-ups, a referral will be made to the school social worker. After 10 late pick-ups, you will also be asked to resubmit proof of residency.

**Bus Riders-**Buses will always be dismissed before carpool can begin. This allows buses to depart and get to assigned stops at designated times. Bus riders will get home faster than carpool.

All children in grades prek-2<sup>nd</sup> must be met at the bus stop by the parent or designee. If there is no one there to meet the child, they will be brought back to the school and the parent is expected to pick up the child.

**Car Riders-**Carpool will begin after buses are dismissed. You should only line up heading south on Northland and High Point Drive so that you make a right turn onto Greenland Road. DO NOT try and go straight or left-hand turn into the school. Also, DO NOT block driveways or intersections.

Staff will open the passenger side door to allow students to enter the car safely. No adults should exit the car for any reason. No cars should pass other cars in the lane. Also, please refrain from honking as this startles students.

**Walkers-** Walkers will be released from the carpool doors after carpool ends (2:40). Parents will not be permitted to walk into the carpool area until 2:35. If you drive and park your car, you should not be a walker.

**Transportation Changes-** Please write a note, use Class Dojo, or email [228transportation@fultonschools.org](mailto:228transportation@fultonschools.org) to notify the school of a dismissal change. Include your child's first and last name, teacher's name, the date of the change, and a phone number where you can be reached for verification. For carpool riders, the carpool number must also be included. All changes must be submitted by 12:00 pm to ensure receipt of change.

**\*\*Changing your child's transportation after 12:00 pm is not guaranteed if you do not receive a reply from their teacher or the front office\*\***

**No dismissal changes after 2:00 pm.** In cases where it is necessary, please contact the front office at 470-254-7716. You will be asked to email [228transportation@fultonschools.org](mailto:228transportation@fultonschools.org) for verification. It is recommended you Dojo message your child's teacher as well. If you have an individual picking up your child who is not on their contact list, we will need their name and their ID upon arrival in order to sign your child out.

**Early Check-Outs-**Early check outs are ONLY allowed up to 2:00 pm. You MUST have a government ID/passport with you to check-out a student.

