



## **COLE SCHOOL** **ARRIVAL AND DISMISSAL PROCEDURE**

In order to conduct a safer, more efficient arrival and dismissal procedure at Cole School, we ask that you follow the following procedure for dropping off and picking up your children.

### **ARRIVAL**

1. Families dropping off students to school may pull into the loop behind the school **no earlier than 8:45**. Students should remain in cars until the 8:45 bell rings and an adult opens the doors.
2. Students in K-5 will enter the building through the doors by the gym.

### **DISMISSAL**

1. Families picking up students after school must have an **8.5" x 11"** sign located in the front passenger side window with the **last name** clearly and boldly written to be viewed from a distance.
2. Cars will pull into the loop behind the school up to the back set of doors by the gym **no earlier than 3:15pm**.
3. Students will be dismissed in the order that cars are waiting in the queue. **Students will only be allowed to enter the car through the passenger side doors.**
4. Once students are safely seated in the car, parents will continue out through the back loop and merge with buses at the front loop, if needed.
5. Drivers and passengers are asked to remain in their vehicles at all times. In addition, we would ask that drivers **refrain from using cell phones** at this time so that driving distractions are kept to a minimum while around school-age children.
6. If you need to enter the building for any reason, you must pull into a legal parking space in the parking lot.

KEEP SCROLLING FOR MAP

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