Student Dismissal Traffic Procedures

Freedom Elementary dismisses each day at 3:05 p.m. for bus riders, 3:15 for walkers, and 3:25 for car riders. Early dismissal will be 11:55 for bus riders, 12:05 for walkers, and 12:15 for car riders.

We supervise students outside during dismissal for 15 minutes after dismissal has started. After 15 minutes, any student not picked up is brought to the foyer to watch for their parent/guardian.

Refer to the traffic map in the next slide for a visual of student dismissal procedures, pick-up locations, parking, and no-parking areas. Remember that these procedures are put in place for every child's safety. Everyone following the procedures will help to make dismissal safe and quick for all.

Mobile phones are never to be used in the parking lot while your car is running.

1. Walkers will be released through the east doors between the gym and cafeteria.

2. **Kindergarten** students (and their older school aged siblings) who are picked up by car will be dismissed from the Kindergarten wing (east canopy). Kindergarten parents will form a line in the right hand lane. When you pull into the Kindergarten Dismissal Zone, a teacher will help your child into the backseat passenger side of your car. Please teach your Kindergarten student to buckle his/her own seatbelt. A staff member will direct you to move your car to the left hand lane at the crosswalk close to the school so you may exit the parking lot.

3. **Third grade and Second grade** parents with students whose last names start with the letters A-L will be picked-up at the Third grade wing (west canopy). Parents in the pick-up line for Third grade and Second grade with students' last names starting with the letters A-L will form a line in the left hand lane. A staff member will direct you to move your car to the right hand lane at the crosswalk close to the building. When you pull into the grade Dismissal Zone, a teacher will be there to guide your child to your car.

4. **First grade** (and their older siblings) will be dismissed from the first grade wing (east wing), in the back parking lot. Enter the back parking lot from Bison Drive and enter the left lane. A staff member will direct you to move your car to the right hand lane at the crosswalk close to the building. When you pull into the Dismissal Zone. a teacher will be there to help your child into the backseat passenger side of your car.

5. **Fourth grade and Second grade** parents with students whose last names start with the letters M-Z will be dismissed from the Fourth grade wing (west wing). Enter the back parking lot from Bison Drive and stay in the right hand lane. When you pull into the grade Dismissal Zone, a teacher will be there to guide your child to your car. A staff member will direct you to move your car to the left hand lane at the crosswalk close to the school so you may exit the parking lot.

For **families and car pick-up with multiple students** you may pick-up your group at the youngest child's pick-up location. For example, if you have a Kindergarten student and a Third grade student, the Third grade student will walk to the Kindergarten dismissal area and sit with his/her sibling or group. If this is your situation, please write a note to all of the children's teachers informing them of the pick-up location, student names, grade levels, and teachers' names of the children who will need to be placed together. Children will not be allowed to go to any other pick-up location without parental consent.

Any changes in your student dismissal routine, whether permanent or temporary, must be done in writing or a phone call by a parent/legal guardian through the classroom teacher or our office.

Student Arrival Traffic Procedures

Freedom Elementary is **open to students starting at 7:40 a.m. daily**. Students will go straight to their classrooms. Students who eat breakfast will go to the cafeteria to get their breakfast. There is **no supervision for students dropped off before 7:40 a.m**. so we highly suggest students not arrive before that time.

Refer to the traffic map on the reverse side for a visual of student arrival procedures, as well as, parking and no-parking areas. Remember that these procedures are put in place for every child's safety. Everyone following the procedures will help to make drop-off safe and quick for all.

Mobile phones are never to be used in the parking lot while your car is running.

1. **Kindergarten students** (and their older school-aged siblings) who are dropped-off by car will enter the school from the Kindergarten wing (east canopy). Kindergarten parents will form a line in the right lane. When you pull into the Kindergarten Arrival Zone a teacher will help your child out of your car. A staff member will move your car line to the left hand lane at the crosswalk close to the school so you may exit the parking lot.

2. **Third grade and Second grade with students' last names starting with the letters A-L** will be dropped off at the third grade wing (west canopy). Parents in the drop off line for third grade and Second grade with students' last names starting with the letters A-L will form a line in the left lane. A staff member will move your line to the right hand lane at the crosswalk close to the building. When you pull into the Arrival Zone, your child may exit the car and walk into the third grade hall.

3. **First grade** (and their older school-aged siblings) will enter the school from the first grade wing (east wing), in the back parking lot. Enter the back parking lot from Bison Drive and stay in the left hand lane. A staff member will move your car line to the right hand lane at the crosswalk close to the building. When you pull into the Arrival Zone a teacher will be there to help your child out of the car.

4. **Fourth grade and Second grade with students' last names starting with the letters M-Z** will be dropped off at the fourth grade hall (west wing). Enter the back parking lot from Bison Drive and stay in the right hand lane. When you pull into the Arrival Zone, your child may exit the car and walk into the fourth grade hall. A staff member will move your car line to the left hand lane at the crosswalk close to the school so you may exit the parking lot.

5. Please have your child ready to exit the car on the passenger side of the vehicle.

6. Teachers and staff will stop visitors at all entrances and direct them to go to the front office entrance. This is not meant as an inconvenience for our families and friends, but as a safety measure for our students to control who has access to them in the morning.

7. **After 7:55** all students entering the building will be considered tardy and will come through the front office.