

Dear Ridge-Brook Families,

Here at Ridge-Brook student safety is a number one priority. It is important that all families follow these arrival and dismissal guidelines to ensure the safety of all students. Students have three options when arriving and leaving school. They are either independent walkers, bus riders, or car riders/daycare transportation. Below are the arrival and dismissal guidelines for each option. **Students who will be receiving a school-provided breakfast may begin arriving at school at 8:55. Students who are not having a school breakfast may begin arriving at 9:05.** The car loop door will close promptly at 9:25 am. Students arriving after 9:25 are considered tardy and parents will need to bring them in through the front door. Dismissal begins at 3:35 with our walkers and car loop students. Bus Riders will be dismissed at 3:40. It is imperative that you help your child memorize their car loop and bus number for a smooth dismissal process.

We appreciate everyone's patience and cooperation as we try to accommodate all of the car traffic in a very condensed amount of space. Please be respectful of our community members and do not block driveways. Please take turns when turning into the entrance of the parking lot.

Once you select a method your child will be going home and have communicated that to your child's teacher, any changes to this **MUST** be communicated to the main office or your child's teacher. Parents are responsible for this communication, not the student, and will not be changed unless we hear from the parent/guardian.

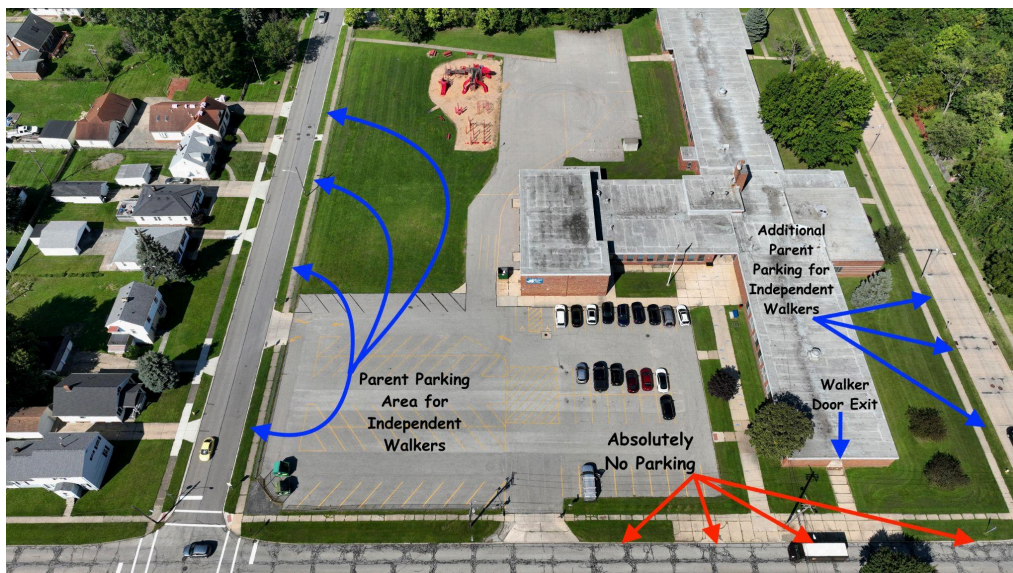
Independent Walkers

Arrival

- Walkers will report to the main front door with bus riders and follow the same breakfast procedure.

Dismissal

- All walkers will exit out the 3rd/4th grade area door.
- Parents may park on the school side of Marlborough Ave not blocking the exit or the top portion of Manhattan Ave (see picture below)
- You are also welcome to park on surrounding side streets ensuring that you are not blocking any of our neighbor's driveways.
- Parents may **not** stop or park on 78th Street when picking up independent walkers. Doing so will block and slow down our car loop line.



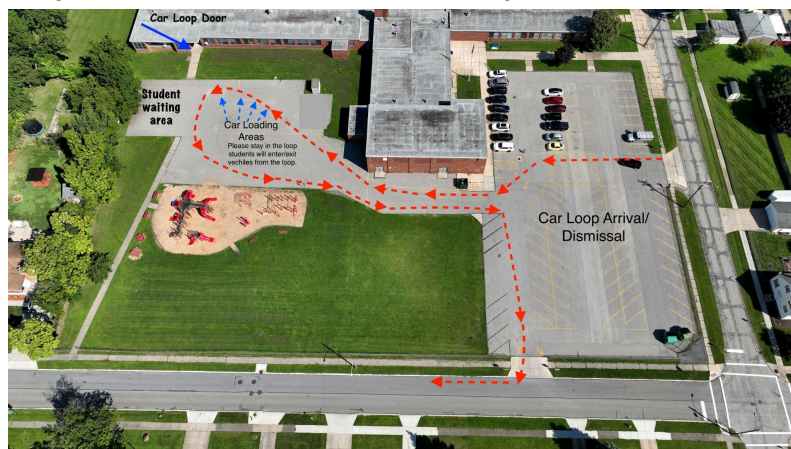
CAR RIDERS

Arrival

- Cars will enter off of West 78th Street, follow around past the gym, and then loop around the back. Please do not drop your child off in the parking lot area in the front of the building. The cars will continue through the loop and exit out onto Marlborough Ave.
- Students who are eating breakfast will enter the car loop door no earlier than 8:55.
- Students who are not eating breakfast can be dropped off starting at 9:05 and will stand in grade-level lines that have been established outside on the pavement by the car loop door.
- At the 9:20 bell, students will enter the building through the car loop door.

Dismissal

- All students will exit out of the car loop door in the back of the building.
- Cars will enter off of West 78th Street and loop around the back. The cars will continue through the loop and exit out onto Marlborough Ave.
- Students will wait in grade-level lines that have been established outside on the pavement.
- Families will receive a number to place in their car. The number will be attached to the child/children that you will be picking up. The school-provided car loop number must be displayed or you will need to report to the office to pick up your child. Car loop numbers will be provided during open house and the first few days of school. If you need additional copies or have lost your number please come to the office for a new one.
- Please exit to the right on Marlborough Avenue when exiting the parking lot. This will alleviate traffic and the stop sign.
- Parents will not be permitted to walk up to the students in the car loop line and take their child.
- **The Car Rider Loop area will be blocked off until 3:00 pm Please arrive no earlier than 3:00 pm.**



Bus Riders

Arrival

- Buses will unload on West 78th Street. Students will walk down the front walk to the front doors.
- If your child is having breakfast they will go in the front doors and head to the cafeteria starting @8:55. They will stay in the cafeteria until the 9:20 bell rings.
- If your child is not having breakfast they will wait in line by grade level at the front door.

Dismissal

- Buses will pick students up off of Manhattan Street on the side closest to the school building. Please do not park on the side of the street where the buses will be loading and pulling out. Please see the picture below showing where buses will pick up students at dismissal time.

