

ARRIVAL/DISMISSAL INSTRUCTIONS

FOR THE SAFETY OF ALL, please follow these procedures. At times it may be necessary to hold up carpool and walkers until all buses have been dismissed.

CARPOOL LINE PICK UP:

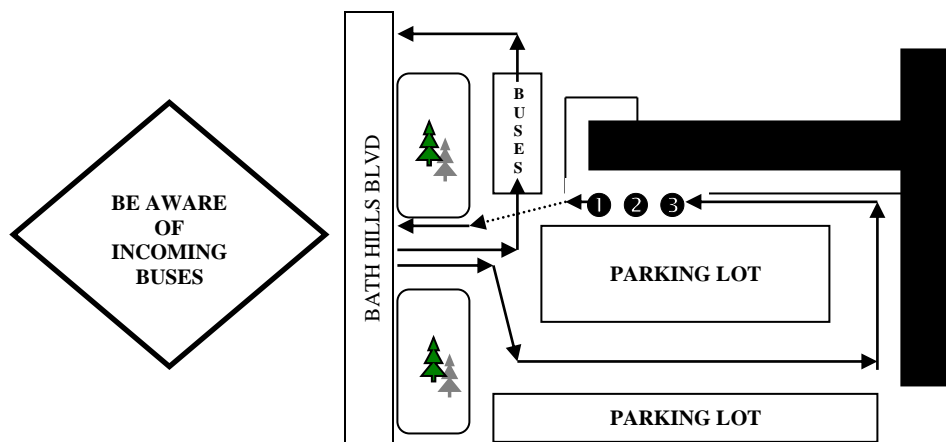
If your child is being picked up in a car, please use this name sign. Please display it in the passenger side window. Please do not pull out of the line to leave – please be patient – wait your turn to leave. Also, incoming buses have right of way.

- Drive around the vehicles parked in the center of the lot and follow down the side of the building. The traffic flow is in an anti-clockwise direction.
- Move your vehicle forward in the line. Students will be sent to #1, #2 or #3 to be picked up. Do not pull out to leave. Wait for the line to move forward.
- We will not allow students to walk to their left to reach your vehicle.
- There is **no** parking in the parking lot and asking for your child to come with you. It is dangerous for to walk in the heavy traffic.
- There is **no** parking on Bath Hills BLVD or in the church parking lot and coming across the street and into the building to get their children. Our staff does not know all of you and we just can't let anyone take a child by the hand and leave the building.
- We promise it won't take long in the carpool line.
- You will not be able to sign out your child in the office after 3:15 PM. Any student waiting for early dismissal will be sent back to their classroom for regular carpool dismissal.
- Parents arriving after 3:55 PM will be required to walk into the office and sign their child out. The school day ends for most staff members at this time.
- Preschool and/or special needs parents should use the playground pick up area. Once again, follow alongside the building and stop facing the picnic tables. With incoming traffic it is not possible to reverse out of the area right at the door.

WALK TO AND FROM SCHOOL. This is for students living north of Smith Road where no bus service is provided. If your child is a walker, a staff member will walk him/her to and from the street. This is a safety issue as we dismiss some students from the playground area. The meeting point for walkers is the sidewalk in line with the dumpster on the north side of the building. We do not have a crossing guard. You are responsible for walking your child across Bath Hills BLVD.

ARRIVAL PROCEDURE

- No child should be dropped off before 8:45 AM. We have no supervision available before this time.
- As with dismissal, please follow the carpool line and drop your child off as close to the front door as possible.
- Please do not leave your vehicle parked in the carpool lane – this is a designated “no parking area”.
- Please be patient.
- No vehicles should be pulling out of the line to pass the handicapped bus and/or those dropping a student off in front of them. Think safety!
- If you do carpool your child in the morning, please note that any child not seated at their desk by 9:06 is tardy. It takes a couple of minutes to walk down the hallway. You need to park in a marked parking space and walk your child into the office and sign him/her in.



**LOBBY DOOR
CLOSED?
PLEASE WALK
YOUR CHILD
INTO THE
OFFICE.
THANK YOU!**