

ARRIVAL AND DISMISSAL PROCEDURES

In efforts to make our school as safe as possible for all students, staff, and families, we have thoughtfully planned our schedules and structures throughout the day. This letter specifically details our **arrival and dismissal procedures** to ensure optimum safety.

ARRIVAL: School begins at 8:10.

Transportation	Arrival Procedures
BUS RIDERS 	Students will be dropped off at 7:55 and they either go into the building for breakfast or around to the playground area.
DROP-OFF 	Hudson Street: All students All students will be dropped off at Hudson Street (door 6). Students will exit right onto the sidewalk from the passenger doors and then proceed via the sidewalk to either the playground or to door 6 (Hudson Street door) to eat breakfast. Vehicles should form a line heading WEST. To ensure traffic runs smoothly and efficiently, we will follow a “drop and go” model.
WALKERS 	Students who walk should arrive no later 7:55 if they are eating breakfast. If students are not eating breakfast, they should arrive no later than 8:10.

DISMISSAL: Dismissal occurs at 3:10. Students will be dismissed in the following order: bussers, family pick-up and walkers. Adult supervisors wearing orange vests will be present outside to guide and assist students.

Transportation	Dismissal Procedures
BUS RIDERS 	When bell rings, students will be dismissed to the bus via the front main entrance (door 1).
PICK-UP 	Door 6: Hudson Street (Grades K, 1, and 2 and older siblings) Students in grades K, 1, and 2 and their older siblings will be picked up off Hudson Street. Vehicles should form a line heading WEST. Families are <u>NOT</u> to exit their vehicles for pick-up. Door 2: Lake Street (Grades 3, 4, and 5—oldest or only children) Students in grades 3, 4, 5—oldest or only children, will be picked-up off Lake Street. Vehicles should form a line heading EAST. Families are <u>NOT</u> to exit their vehicles for pick-up. Families will place/hold a sign with students last name up to be visible by the Lakeshore staff assisting with dismissal. Staff will radio into the building for the child(ren) to be sent outside to enter the vehicle. <i>Students will <u>NOT</u> be released unless we see the sign by the family picking up.</i>
WALKERS 	Students who walk to and from school will be dismissed after bussers and family pick-up students have left the building. Students will exit through their door of entry in the morning.

If you have any questions about these new procedures, please reach out to the main office at 715-852-3401 or to your child’s classroom teacher.