



Updated Arrival and Dismissal Procedures Effective August 5, 2024

Dear Eagle Families,

Below are the arrival and dismissal procedures for the 2024-2025. Note that there is a change to where we will run the car line. Please bear with us for the first few days as lines may move more slowly as new families get used to our procedures.

- We are an 8:15-3:15 school. We open the doors for breakfast at 7:45.
- **We are a one-way in, one way out campus during arrival and dismissal.**
- Please enter from Summer at the top of the drive and loop around the back parking lot to join the line. The LINE BEGINS AT DOOR 2 (see map, look for signs)
- Please exit from the bottom of the drive (out past the main entrance). You must turn right to exit.
- Changes to your child's "way" home must be made by 2:30P.
- PreK arrival and dismissal is completed at DOOR 2. PreK parents must sign students in and out. Students enter at 8A and dismiss at 2:30P. PreK parents will receive a parking pass for the PREK lot.

KK-5th Grade Arrival: Please have your child seated on the curbside and ready to go before you pull into the line.

- **Arrival:** Begins at 7:45A only (caregivers needing an earlier drop-off time, must secure before care with the YMCA).
- **Students may not just be dropped off and left on our campus. Please wait in the carline for someone to "greet" your child.** We are required to report students left without supervision to security and Child Protective Services.
- All students enter through DOOR 3. **Parents and caregivers must remain in their cars** and cannot approach the door.
- **There is no parking outside DOORS 1 THROUGH DOOR 6 (in the bus lanes or in the car lanes). This is where we will unload buses.**
- **Only bus students may enter through DOOR 1.**
- **Morning "walker" students enter through door 3 with car riders. Parents may not approach the door/sidewalk.**
- Students arriving late will need to be walked by a parent/caregiver to the front door (DOOR 1) to be signed in. Students may not approach staff/the building without a caregiver. Students are late at 8:15A.
- YCARE drop off/pick-up is at the cafeteria door beginning at 6:30A.

KK-5th Grade Dismissal:

- **Early dismissal ends at 2P.**
- **We begin dismissal between 3P and 3:15P. Parents and caregivers must remain in their cars. Please do not approach the doors.**
- Car riders are dismissed first in the main car line which starts AT DOOR 2.
- Students designated as walkers (with written permission on file), will be released at 3:25P from DOOR 6. Any parents waiting there must wait outside the cones. There is no parking outside DOORS 1 THROUGH DOOR 6 (in the bus lanes or in the car lanes). **This is where we will load buses.**
- Parents who wish to park and collect their students must park in the main parking lot. **DISMISSAL WALKERS WILL NOT BE RELEASED BEFORE 3:25P.** If you need your student before then, you will need to join the car line.
- Students must be picked up by 3:30P. Security and Child Protective Services will be notified after two late pick-ups.