

**PEARSON EARLY CHILDHOOD SCHOOL**  
**Arrival/Dismissal Procedures**

It is our desire to work with you in order to greet and dismiss your child in a safe and timely manner. Please remember that your child's safety is our first concern, and we will need your assistance and cooperation to protect all our students.

- Each classroom has been assigned a classroom buddy. You have received a name tag and backpack tag for your child to wear every day to school. Also included is a car tag to hang from your rearview mirror beginning the first day of school. Please ask your child's teacher for a second car tag if needed for a second vehicle.
- **YOUR CHILD NEEDS TO WEAR THE NAME TAG DAILY.** There will be a fee charged for each replacement badge prepared for your child.
- Arrive daily with the car tag placed on the rear view mirror at dismissal time. This must be visible to staff who are putting your child in the car.
- Please study the map (attached) that shows the car route for dropping off and picking up your child. Arrival and dismissal will go smoothly if you are familiar with the process.
- **NEVER** leave any child(ren) unattended in your parked car.
- **NEVER** leave your car unattended in the carpool line. The lane is marked as a fire lane for safety reasons.
- Please stay in your car and pull all the way forward to buckle your child.

• Staff is available at 7:40AM (for AM and full day classes) and/or 12:15PM (for PM classes) to escort the children into the building. At 7:55AM and 12:25PM, at the time of the bell, staff **must be** in the classrooms. If you are late, you must pull up to the FRONT door, get out of your car and assist your child getting out of the car, buzz the front door bell, and come inside the front office to sign your child in. *There will be **NO LATE ARRIVALS IN THE RED LANE AT THE BACK** permitted.* Drive to the front to sign in at the front office.

|                      |   |
|----------------------|---|
| Doors Open           | 7:40 AM   |
| <b>School starts</b> | <b>7:55AM (AM and full day)</b><br><b>12:25PM (PM classes only)</b> |
| Dismissal            | 3:15 PM   |

- Our staff will **not** be able to assist with seat belts or car seats for legal reasons. To assist with arrival and dismissal, please have children in car seats or seat buckles that are located in the back seat of the passenger side of the car.
- Please remain in your car at all times. Come to a complete stop, put your car in park, and stay stopped until your child is safely in/out of the car. **Cell phone usage is strictly PROHIBITED** during drop off or pick up of your child.
- Make certain your child is ready to exit your car when you pull up to the curb. If possible, having the backpack already on your child will help speed up the arrival process.
- The staff will be busy making certain all students are safe, therefore, do not expect to visit with them during arrival or dismissal while they are on duty.
- Please inform your child's teacher if someone else is picking up your child. That person **MUST HAVE** your child's car tag with them and/or be on your child's emergency card. (If you need to add someone to your emergency card, log into Skyward and add them.) In the event that they do not have the car tag, the person will need to park their car and come to the front door with their Driver's License. Office staff will verify and authorize the student's release to them.
- Children not picked up on time will be brought to the front office to wait for their ride and/or call you. Please be prompt in picking up your child!
- **PLEASE OBSERVE THE FLOW OF TRAFFIC!** It is for your child's safety that we are enforcing this flow. There will be **NO PARKING** on the inside perimeter of Pearson ECS during school hours. No traffic will be allowed to turn around in the middle of the street. **DO NOT BLOCK** the neighborhood intersections. Please read the map and make a plan that works for you and fits the safest flow of traffic.

**SAFETY first is the key! Our little ones are precious! Thank you!**

**PLEASE DRIVE SLOWLY AROUND OUR SCHOOL!**

**Traffic Flow Map for Pearson ECS Arrival and Dismissal**  
**THANK YOU FOR DRIVING SAFELY AROUND OUR BUILDING!**



**Bus & Daycare only-  
WEST side circle drive**

**BLUE LANE - FRONT parking lot**

**RED LANE\* - BACK parking lot**

| KEY  |           |
|--|-----------|
| <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> | BUS       |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: blue; border: 1px solid black;"></span>   | BLUE LANE |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span>    | RED LANE* |

\*RED LANE is for:  
 Cupcake  
 Crayon  
 Flower  
 Rainbow  
 Bear  
 Fish  
 Polka Dot  
 Heart  
**ONLY.**