

LINDENWOLD SCHOOL FOUR ARRIVAL & DISMISSAL PROCEDURES

Please review our arrival and dismissal procedures for the safety of all:

Arrival - Walkers

Students should walk on Gibbsboro Road until they are crossed by the crossing guard onto school property. Students who walk to school will enter the property by walking along the sidewalk onto the school property. Students in Grades 2-3 will enter the school building through grade level doors as outlined on the School Entrances Map (Refer to map included).

Arrival - Cars

Parents who are driving their children to school must drop off at our drop-off lane between 8:20am - 8:30am. **The blue curb is our designated area for Student Drop Off. Vehicles may not be left unattended or idling alongside the blue curb. Vehicles may not stop or be parked at the yellow curb.** Adults dropping off must remain in their vehicles while students exit the vehicle.

Parents/Guardians wishing to park must use the **Visitor Parking** in the designated area located behind the school building. All other spaces are designated as Staff Parking. No parents are permitted to park along the curb when dropping off students. All crosswalks must remain free of traffic. **All vehicular traffic must note the speed limit of 5mph.**

All students, regardless of their mode of arrival, will be guided by staff to their designated entrances once they arrive on school grounds. For the rest of the school year, including inclement weather, students must be dropped off in the same manner.

General Dismissal

Our school-wide dismissal is at 3:10pm. However, we begin to prepare for our dismissal at 3:00pm. For this reason, **please note that students may not be picked up between 3:00-3:10pm.** All students are expected to remain in school until 3:10pm, and participate in our dismissal processes. **All parents/guardians picking up students must show identification every time a student is picked up and must appear on our database as an authorized person for pickup.**

Note that student dismissal takes place from various locations.

- All walkers in Grades 2-3 are dismissed from grade level doors and walked out by their classroom teacher. Walkers will proceed to the sidewalk and exit the property in the same manner that they arrived – walking along Gibbsboro Road to the crossing guards on duty. Students being picked up by car should meet their pickup person by the **Drop-Off/Pick-Up Loop**. Students must proceed to this area in a safe manner.
- Students in our Dismissal Supervision Program will be dismissed by a staff member from the designated classroom. Adults picking up students must be listed on the student's Emergency Information Verification Form.
- Bus students will meet their bus duty teachers and line up inside the building prior to going on the bus.

If, on a particular day, there is a change in the child's dismissal procedure (e.g. someone else is picking up your child from school, etc.) you will need to send a note to the teacher in the morning to communicate the change in dismissal procedure. ***Please do not leave a message regarding dismissal on a teacher's voicemail or email, as he/she may not be able to access it in time or the teacher may be absent.***

On inclement weather days, all students will be dismissed from the same designated areas.