



Carbondale Area Elementary School Arrival and Dismissal Procedures

🕒 Arrival Procedures

- **Arrival Window:** Students should arrive between **7:30 a.m. and 7:40 a.m.**
- **Late Arrivals:** Students arriving after **7:50 a.m.** must be signed in at the main office by a parent.
- **Early Arrivals:** Students should not be on campus before **7:30 a.m.**, as there is no supervision available prior to this time.
- **Bus Riders:** Students arriving by bus will enter through the back door and proceed directly to their classrooms under staff supervision.
- **Parent Drop-Off:**
 - **Pre-K, Kindergarten, 1st, and 2nd Grades:** Drop off at the **top row** closest to the building.
 - **Grades 3, 4, and 5:** Drop off at the **bottom row**.
 - **Parent Guidelines:**
 - Remain in your vehicle; staff will assist students.
 - Ensure students are ready to safely exit the vehicle.
 - Due to safety concerns, parents are not permitted to walk their children to classrooms.
 - Be mindful of students crossing at designated crosswalk

🕒 Dismissal Procedures

- **Dismissal Time:** Begins at **2:20-2:30 p.m.**
- **Early Dismissals:**
 - If a student needs to leave after **2:00 p.m.**, a note must be presented to the teacher beforehand.
 - Parents must report to the office **prior to 2:00 p.m.** to avoid disrupting the dismissal process and bus loading.
 - Students will only be released to individuals listed on the student's Emergency Card.
 - Telephone requests for early dismissal are not accepted.
 - Valid reasons for early dismissal include medical appointments (with documentation), court appearances (with legal notice), or a family emergency

For the most current information, please refer to the official Carbondale Area Elementary School website or contact the school directly.