

# Silver Springs Elementary

## Arrival and Dismissal Procedures

*Please read carefully, for the sake of student safety.*

### ARRIVAL PROCEDURES FOR STUDENTS (8:37 a.m.)

Drop-off begins at 8:37 a.m. There is no adult supervision before this time. Please do not drop your student off prior to 8:35 a.m.

#### Carpool (8:40-8:45 a.m.) – Upper Parking Lot

- Have your child(ren) kissed and ready to exit the vehicle when you reach the unloading zone. Please stay in your car. Only children should exit the vehicle from the passenger side.
- You will notice staff present at the unloading zone. **Please pull your car all the way forward**, come to a complete stop, and allow these staff members to open your car door.
- The second bell (tardy) rings at 8:46 a.m. and all doors will be locked. If you arrive after this time, you must park your car and sign your child(ren) into school at the front office.

#### Walkers – Enter through the gym doors

- Students will enter through the gym doors.
- If parents choose to walk their child(ren) to the gym doors, they should park in the lower parking lot (closest to Silver Spring Drive) and use the crosswalk.

#### Bus Riders – Front entrance

- Students that ride the bus unload along the sidewalk at the front of the school. Students will enter the building through the main entrance of the school.

### DISMISSAL PROCEDURES FOR STUDENTS (3:45 p.m.)

In order to ensure the safety of all students, parents are asked to declare a pick up location to their child's teacher. Any changes to this location must be made in writing to the teacher. **We realize there are occasions when plans may change. If end of day plans change during the school day, please contact the school office before 3:15 p.m.**

#### Carpool – Upper Parking Lot

- Display your Family Name Card on the right side of your dashboard for easy recognition.
- Students will exit the building through the gym doors. Students will wait outside on the sidewalk until their car arrives.
- Several adults will also be outside to assist in the supervision and getting students into cars.
- Do not exit your vehicle to load your child(ren) as these are moving loading zones only.
- Please pull all the way forward and your student will come to you.

### **Parent Walk-ups**

- If you drive to Silver Springs, you may park in the lower parking lot (closest to Silver Spring Drive) and use the crosswalk and sidewalk to walk to the building. Do not park in the upper or main parking lot as we need our car loading loop to move continuously and our bus loop to be free of vehicles at dismissal time.
- You may wait for your child outside the Multi-Purpose Room doors in the back of our school building near the playground. Parents should not park their car and have their child(ren) walk to the car. Students will exit the building through the Multi-Purpose Room doors.

### **Walkers**

- Students will exit the building through the Multi-Purpose Room doors.
- Students should leave the school property and not use the playground equipment unless accompanied by an adult.
- In order to ensure the safety of students, walkers should not walk to a parked car in the school parking lot. These students should follow the “Parent Walk-Up” procedures.

### **Staggered Kindergarten Dismissal**

- Kindergarten students that are parent walk-ups are released at 3:35 p.m. to avoid the rush of older students exiting the building. Parents may pick up their child at the Kindergarten doors (on the west side of our school near the lower playground).

### **Inclement Weather**

- On days with inclement weather, drop-off and pick-up lines may be extra crowded. Please be patient.
- Please follow the same procedures listed above.

*Please take a look at the map and note the flow of traffic, as well as areas where parking is NOT permitted.*

PLAYGROUND

Parent Walk-Up  
Doors

Merge into  
one lane

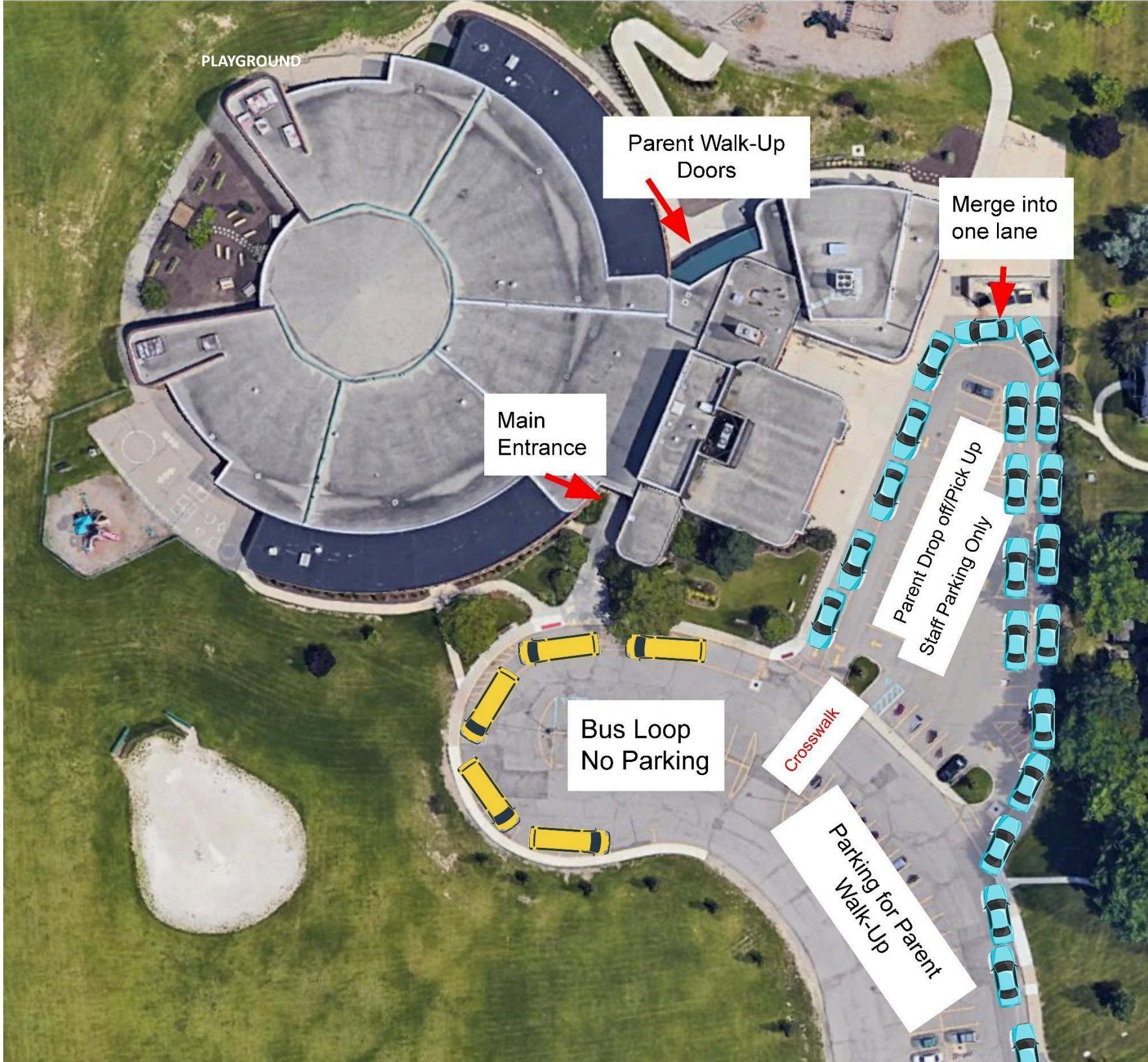
Main  
Entrance

Parent Drop off/Pick Up  
Staff Parking Only

Bus Loop  
No Parking

Crosswalk

Parking for Parent  
Walk-Up



# MY CHILD'S DISMISSAL PLAN

## Silver Springs Elementary

In order to ensure the safety of all students, parents are asked to declare a pick up location to their child's teacher. Any changes to this location must be made in writing to the teacher. **We realize there are occasions when plans may change. If end of day plans change during the school day, please contact the school office before 3:15 p.m. We discourage you from making this a routine as it disrupts the learning of all students in the classroom.** If you are picking up your child early, come to the office and we will call the student from the classroom. We do not permit students to wait in the office for parent pick up at a pre-specified time.

Please fill out your child's Dismissal Plan for the school year and return it to your child's teacher.

*(Please refer to attached sheets for complete details of the procedures and map.)*

Child's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

*Please mark the appropriate statement below.*

My child will be a **car rider**. I will pick up my child in the designated Pick-Up Zone.  
*(Please display your Family Name Card on the right side of your dashboard.)*

My child will be **parent walk-up**. I will be picking up my child outside the Multi-Purpose Room doors in the back of the school. I will use the sidewalks and crosswalks to return safely to my car which will be parked in the lower parking lot (closest to Silver Springs Drive).

My child will be a **walker**. My child will be exiting the building through the Multi-Purpose Room doors to walk home. My child will use the sidewalks and crosswalks. My child will leave school property and not use the playground equipment unless accompanied by an adult.

My child will be a **bus rider**.

My child attends afternoon **Kid's Club**.

My child receives transportation from a **Child Care Center**.

My child is in Kindergarten. I will pick up my child at the Kindergarten doors (on the west side of our school near the lower playground).

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Remember to return this form to your child's teacher tomorrow.*