

APPENDIX A:
Embassy Creek Elementary School
Arrival & Dismissal Procedures
2026-2027

Arrival: The car loop will open for car riders ONLY, beginning at 7:15 a.m. Students must remain in their cars until approximately 7:20 a.m. when the car line process begins. East/west school perimeter gates for walkers/bike riders will not open until 7:30 a.m. All parents with scheduled conferences, business in the front office, etc. must park in the front office lot and report to the main office to check in. Identification is needed to proceed anywhere on the school's campus and all parents are required to use the RAPTOR Sign-in System. Please note that we do not offer morning care for students.

Upon arrival on campus, all students are to wait outside their teacher's classroom in an orderly line in the hallway. Please note that students are not permitted to roam the campus. Staff members will monitor hallways for student safety while waiting to enter the classroom. There are a few classes that follow different procedures upon entering the school during arrival. These classes include:

- **Kindergarten:** All kindergarten students will report to the cafeteria and take a seat at their assigned table. This process will continue for the first week of school. During this time, the KG teachers will meet their classes in the cafeteria and escort them to class. Beginning the 2nd week of school, KG students will transition to sitting in their respective hallways, outside their classroom. At car drop-off, safety patrols are available to walk kindergartners to the cafeteria or classrooms as needed. Staff will supervise these children until the 7:55 a.m. bell rings, and they go into their teacher's classroom.
- **ASD Special Program:** All students in the ASD Special Program will report to the cafeteria and take a seat at their assigned table. This process will continue for the entire year. The ASD Special Program teachers will meet their classes in the cafeteria and escort them to class. At car drop-off, staff will be available to walk students in the ASD Special Program to the cafeteria. Staff will supervise these children until the 7:55 a.m. bell rings, and they will be escorted to their teacher's classroom.
- **Outside Breezeway Classes:** Students in Ms. Lozano's class (room 323), Mrs. Liotta's class (room 324), Ms. Blakeman (room 305), and Mrs. Gaines (room 304) will line up in the hallway inside building 3. Students in Mrs. Aaron's class (rooms 218), Mrs. Arbelaez's class (room 219), Mrs. Hoyt's class (room 201), and Mrs. Castro's class (room 202) will line up in the hallway inside building 2. These classroom teachers will escort students to their classrooms each morning. (Please note that the Kindergarten classes listed above will begin this process the 2nd week of school.)

Breakfast: Breakfast is served from 7:30 a.m. – 7:55 a.m. and is available to all students free of charge. To ensure all students make it to class before the 8:00 a.m. bell, there will be no breakfast served after 7:55 a.m. (except late arriving BCPS bus riders). Students planning to eat breakfast at school should arrange to arrive early to avoid being marked late for class.

Dismissal: Dismissal begins at 2:00 p.m. To support a smooth process, the east gate car line will open daily at 1:45 p.m. All parents using the car line must display a school-issued car tag with their assigned CurbSmart number on the rearview mirror; vehicles without a tag will not be permitted on campus. Cars may not block traffic on SE Lake Boulevard.

- **Bus Riders** –The west side of the school is designated for **BCPS buses** and **private after care buses**. Kindergarten, first grade and students in the ASD Special Program who are bus riders will be walked to their locations at dismissal. Bus riders in grades 2 - 5 are dismissed by the classroom teacher.
- **Sunshine Aftercare Students** – Registered students for Sunshine in Kindergarten, First grade and students in the ASD Special Program will be escorted to an assigned area designated for Sunshine After Care. Students in grades 2 – 5 are dismissed by their classroom teacher.
- **Walkers and Bicycle Riders** - These students will be dismissed at 2:00 p.m. They must leave class immediately after the school bell rings. All K, 1st grade, and students in the ASD Special Program who are walkers and bike riders will be escorted to either the east or west gates on SE Lake Boulevard at dismissal by a staff member. Siblings (Grades 2 – 5) should plan on meeting at the perimeter gates. Walkers and bikers, crossing SE Lake Blvd./Robert Becker Blvd. are reminded to use the crosswalks. East and West perimeter gates will open at 2:00 pm and parents should wait on the sidewalk to meet their child.
- **Car Pickup** – All Kindergarten car riders and their siblings will meet and be dismissed together, awaiting their Curbsmart number to be announced.
- During arrival and dismissal times, the west side of the school is solely designed for visitors who have scheduled conferences or business in the front office. The east side of the school has been designated for faculty and volunteer parking. Upon arrival, volunteers are asked to walk to the front office using the south side walkway adjacent to the school building. Parents are “not” permitted to enter the white gates designated for our students.
- Parents are “not” permitted to park in either the east or west visitor parking spaces to drop off or pick up children during arrival or dismissal.
- Please be advised that any double-parked cars, vehicles left unattended, blocked traffic on SE Lake Boulevard, or failure to follow the school’s arrival and dismissal procedures may result in a citation by BSO (Broward Sheriff s Office).

Parents are asked to follow the school’s procedures for arrival and dismissal. Failure to follow these guidelines will result in an unsafe environment for our students and staff members. Please remember that “No” cell phones are permitted in the car drop off, pick-up or school campus as per Broward County School Board Policy.

Thank you in advance for helping us keep Embassy Creek Elementary a safe place for everyone!