Julian Curtiss Elementary School 2026-2027
Arrival and Dismissal Procedures

Dear Julian Curtiss Families,

Below are the arrival and dismissal procedures for the 2026-2027 school year. Your understanding and cooperation in following these policies and procedures is greatly appreciated. Our students' safety is paramount; please drive slowly and be patient when you enter the campus.

School Hours: Arrival 8:15 a.m.
Dismissal: 3:00 p.m.

Pre-School hours: Arrival 8:45 a.m
Dismissal 1:45 p.m

Morning arrival:

- Staff will meet and supervise all arrivals outside of the building for grades K-5 at 8:10 a.m. Preschool will be met at 8:40 a.m.
- Classrooms are open, and teachers are ready to greet scholars at 8:15 am.
- **K-5 Scholars should arrive by 8:15 am.** Scholars who arrive in classrooms after 8:30 a.m. will be marked tardy.
- **K-5 Scholars** driven to school are to be dropped off along the driveway in front of the school or the driveway on the gym side of the building. If being dropped off on the gym side, scholars should walk to the front entrance.
- **PreK scholars** should be dropped off along the gym side of the building.

Drivers, please follow this procedure:

1. Drive up to the stop sign in front of the school, or the white sign along the gymnasium side of the school. **Do not stop at the front entrance door, as this slows down the drop-off line. Please be aware of staff members directing traffic.**
2. Scholars who are being dropped off should be seated on the right side of the backseat for a safe and swift exit.
3. Parents should remain in the vehicle while scholars exit independently. Scholars who require assistance will be met by a staff member.
4. Do not pass the car in front of you at any time. This is an extreme hazard and is strictly prohibited. Please wait in line, proceed around the loop, and exit onto East Elm Street or Milbank driveways.
5. If you prefer to walk your child to the main entrance, please park in designated parking spaces only.

Once a student has been dropped off, he/she MUST stay on grounds.

Please keep in mind that one of our goals is to maximize instructional time for students, so arriving on time (8:15 am) will assist your child with organization and academics throughout the school year. Our goal is to have all students in their classrooms, seated and ready to learn by 8:30 a.m.

Dismissal:

Dismissal for grades K-5 begins at 3:00 p.m. Bus students, car riders, and walkers will be dismissed separately.

The front circle is restricted to buses from 2:50 p.m. to 3:15 p.m. Cars are NOT allowed in the front circle during dismissal. Drivers should park outside the school and park or enter the Milbank driveway only.

- Car riders in grades 1-5 will be picked up on the gymnasium side of the building. There is no parking or idling.
- Walkers being picked up by parents should be met on the black top by the playground.
- Older siblings will be able to meet younger siblings at their classroom with written permission from the parent.

Any dismissal changes must be entered in School Dismissal Manager by 2:00 pm. Students will not be dismissed to an alternate party without written authorization from a parent/guardian.

Parking:
For parents and guests of the school, parking is available in the upper level of the back parking lot, along the east side of the driveway. Please note that cars parked in the 5 spaces immediately in front of the school in the afternoon will not be able to move until buses have departed. There is NO PARKING along the entire north (field side), along the entire south part of the driveway from Milbank to the Teacher's lot, and anywhere there is a NO PARKING sign.

We hope this outline of policies and procedures will assist you throughout your family's time at Julian Curtiss Elementary School. **Please remember to enter your child's default dismissal plan in the School Dismissal Manager no later than Thursday, August 27.**

Thank you for your understanding and cooperation with these very important matters.

Eduardo Calderón
Principal