

TRAFFIC PROCEDURES

Safety is our first priority for arrival and dismissal. Please review the following guidelines for arrival and dismissal of your child. It is very important that we all work together to strictly follow the procedures.

Drop off/Arrival time: 8:20 – 8:30 a.m.
Pick up/Dismissal time: 11:30 – 11:40 a.m. Toddler and Early Childhood Half Day
3:15 – 3:25 p.m. Early Childhood Full Day
3:30 – 3:40 p.m. Elementary and Junior High

GENERAL PROCEDURES

- During arrival and dismissal times, parking your vehicle is only permitted in the lot to the west of the elementary building.
- When waiting to drop off and pick up, drivers must remain in the car at all times.
- Be patient and considerate of other drivers. Please allow those exiting the right of way.
- When you enter the driveway, please pull forward as far as possible in the designated area.
- Once your child has exited or entered your car, please be patient and wait for the cars in front of you to pull out before moving forward.
- If for any reason the carpool lane is full, please pull out, go around and re-enter the line from Day Road.

TODDLER/EARLY CHILDHOOD

- **THE DESIGNATED ARRIVAL AND DISMISSAL AREA WILL BE DIRECTLY ADJACENT TO YOUR CHILD'S EXTERIOR CLASSROOM DOOR.**
- Enter through the east drive.
- Pull all the way around the circle regardless of whether or not there is a line.
- Drive up to the classroom door and wait for your child's assistant teacher to take your child out of or put your child in the car.
- Parents will be given laminated cards with the child's name and room number printed on it. You may request additional cards for as many drivers as needed. Please display this card in your front passenger side window ***all year long***.
- The children will be waiting in their classrooms until their names are called for dismissal.
- No parking is allowed on either side of the Toddler/Early Childhood building or anywhere along the drive during arrival and dismissal times (8:00 – 9:00 a.m.; 11:00 a.m. – 12:00 p.m.; or 3:00 – 4:00 p.m.)
- Parking is always available in the lot to the west of the elementary building. Parents of Toddler/Early Childhood students may park in this lot and walk their child to the classroom door, if you prefer. Please wait outside until a staff member is there to guide your child into the building.

LOWER ELEMENTARY

- **THE DESIGNATED ARRIVAL AND DISMISSAL AREA WILL BE AT THE ENTRY BETWEEN THE ART AND SCIENCE ROOMS.**
- Enter through the east drive.
- An assistant teacher will be there to guide the students.
- Lower Elementary students will enter the building through the exterior hallway door.
- Parents will be given laminated cards with the child's name printed on it. You may request additional cards for as many drivers as needed. Please display this card in your front passenger side window ***all year long***.
- For dismissal, please pull *all the way* up to the end of the sidewalk as you wait and your student will be brought to you.

UPPER ELEMENTARY

- **THE DESIGNATED ARRIVAL AND DISMISSAL AREA WILL BE ON THE WEST SIDE OF THE ELEMENTARY BUILDING NEAR THE GYM.**
- Enter and exit through the west drive.
- Upper Elementary students will enter the building through the exterior hallway door near the gym and walk through the building to their classrooms.
- For dismissal, please pull up to the end of the sidewalk as you wait and your student will come to you.
- When exiting, please pull all the way around the circle drive and exit on to Day Road by turning right.

JUNIOR HIGH

- **THE DESIGNATED ARRIVAL AND DISMISSAL AREA WILL BE ON THE WEST SIDE OF THE ELEMENTARY BUILDING NEAR THE GYM.**
- Enter and exit through the west drive.
- Junior High students will enter the building through the exterior hallway door near the gym.
- For dismissal, please pull up to the end of the sidewalk as you wait and your student will come to you.
- When exiting, please pull all the way around the circle drive and exit on to Day Road by turning right.