

ARRIVAL AND DISMISSAL PROCEDURES

SAFETY

Safety is the most important aspect of any arrival and dismissal procedure. Please comply with all procedures related to drop-off and pick-up.

ARRIVAL AND DISMISSAL TIMES FOR STUDENTS

Students may not arrive before 7:00 A.M. Arrivals between 7:00 A.M. - 7:30 A.M. meet in the cafeteria. Teachers are not on duty until 7:30 A.M., therefore, please park your car and walk your child into the cafeteria for early morning care.

Dismissal for our Montessori primary students begin at 3:00 p.m. Our elementary students are released at 3:15 p.m. If a Montessori primary student has an older sibling, they will be released at 3:15 p.m. at the same time as their older sibling.

Students have seven-plus (7+) hours of instruction daily: 8:00 a.m. until 3:15 p.m. when dismissal procedures begin. Students not in their seats by 8:00 a.m. will be considered tardy. Students will hear 2 announcements per day, 7:45 a.m. at morning devotion and 2:50 p.m. to keep them abreast of school events.

ARRIVAL AND DISMISSAL TRAFFIC PATTERNS

Arrival and dismissal will be conducted in an orderly fashion for student safety. Arrival procedures vary somewhat from dismissal procedures because of the additional drop-off location within the parking lot (unless it's inclement weather).

To avoid delays, please move completely away from the car pool lines before storing books or adjusting seat belts. Students not ready in the main building pick-up lines will need to have parents park in the parking lot.

Pick-up:

- Grades Pk3 – Kindergarten (will report to the hallways by the library)
- Grades 1st – 5th (will report to the downstairs hallways of the elementary school)

For the safety of all students, all parents must follow carpool line procedures and **are not permitted to walk their child up to or into the school building due to the moving traffic line in front of our building.** After dropping off or picking up your child in the parking lot, you must exit toward the side of the parking lot facing Rosedale Street. (PLEASE REFER THE MAPS BELOW FOR TRAFFIC PATTERNS FOR ARRIVAL/DISMISSAL.)

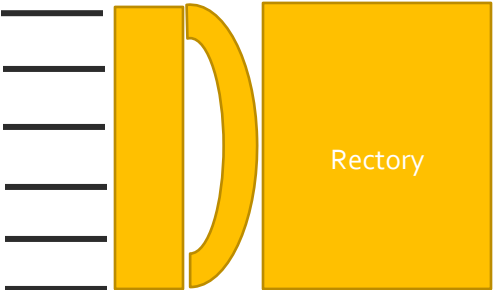
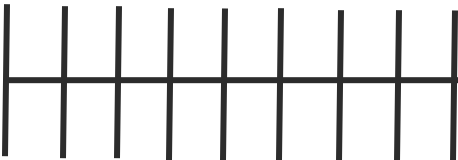
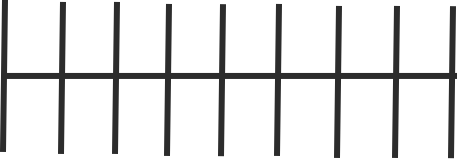
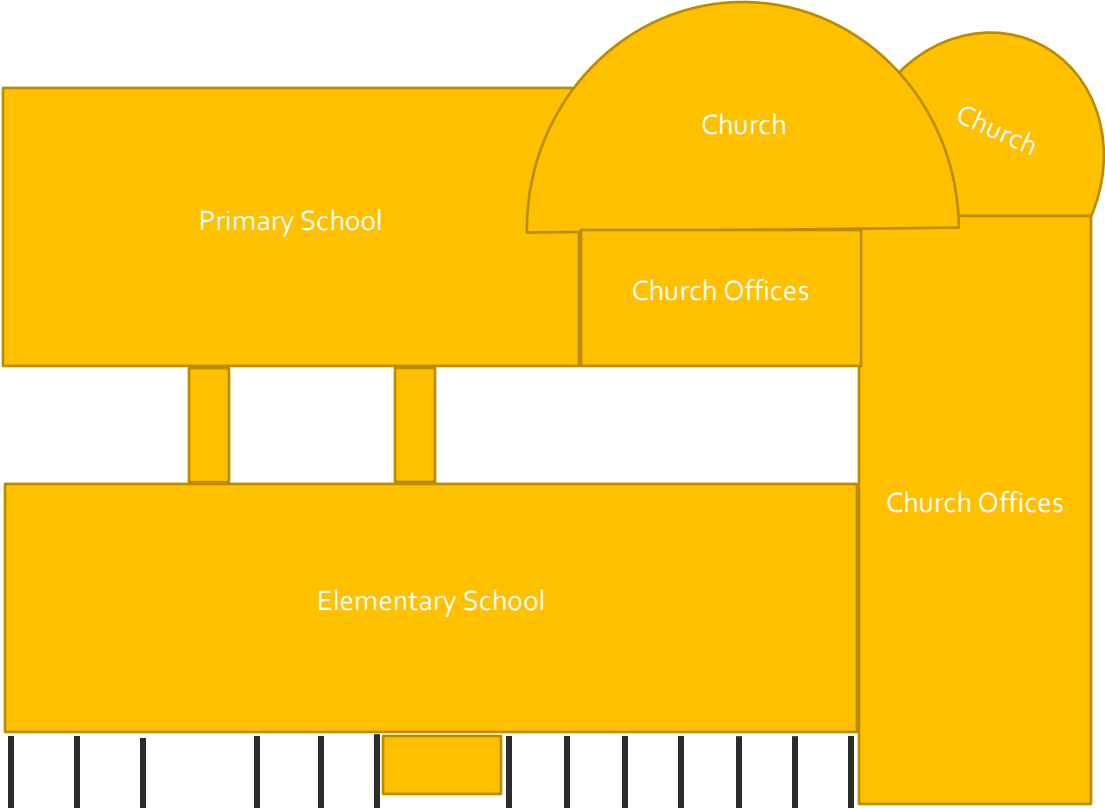
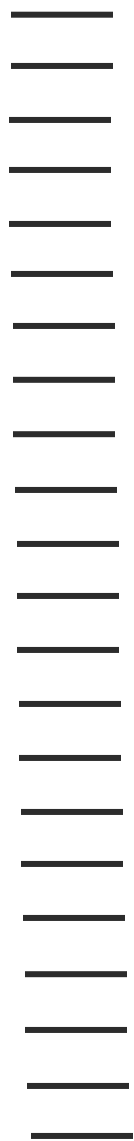
POINTS TO BE MINDFUL OF

- Make sure that your carpool name sign is visible to the carpool caller and to all those doing carpool duty. Place it in the front driver side dashboard.
- Never walk-up to pick up your child from school, please! The reason we do not allow walkups is because we want the teachers and the children to be completely focused on the carpool line procedures. Dismissing your child safely and efficiently is our primary concern. We never want anyone to walk across the moving carpool line without assistance, and we hope to have your cooperation and understanding on this important procedure.
- Please remember to be courteous and please do not try to break in line!
- Please be patient with the staff who are loading the cars.
- Keep the line moving by pulling forward out of the car line completely before putting books or anything in the trunk or rearranging anything in your car. Your delay causes further delays behind you.
- Take turns, as indicated by the carpool caller, and allow the four lines of the main building to move in order and load two cars at one time. We have over 50 students to load, so patience is a requirement!
- Help us to teach your child to wait until the car comes to a complete stop and stay with the staff member until the staff member is ready to load the car.
- All grades will be ready for pick-up at the back door of the elementary upper school building.
- ~~No one is allowed to come into the building for dismissal after 3:00 p.m. until carpool dismissal is over at approximately 3:45 p.m.~~

ARRIVAL PROCEDURES

ENNIS STREET

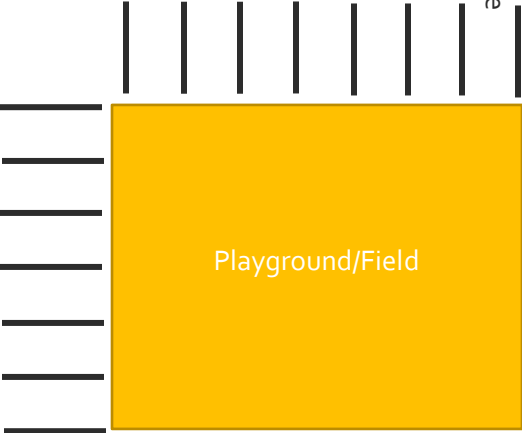
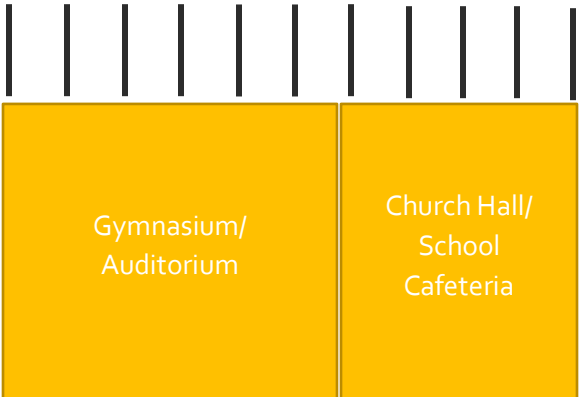
Entry Gate



Exit Gate



Drop Off

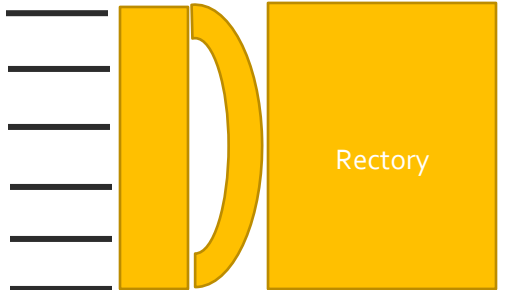
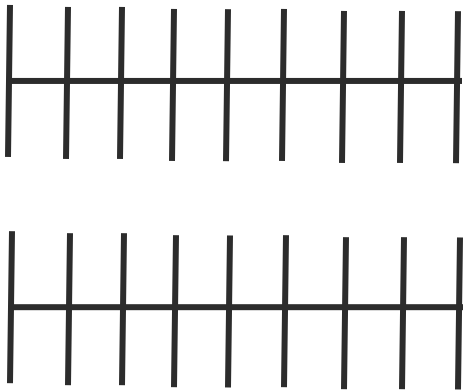
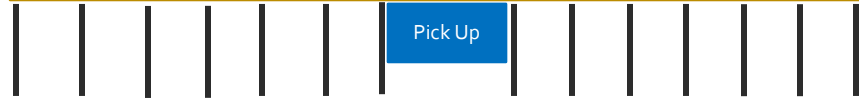
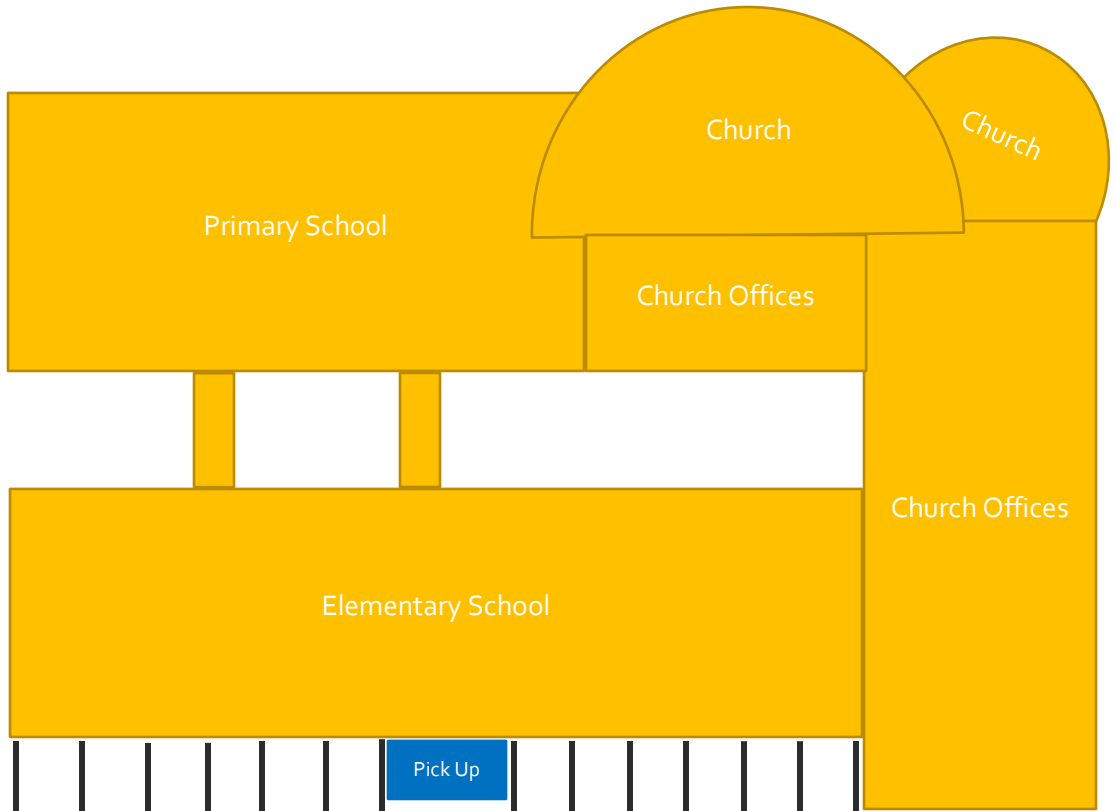
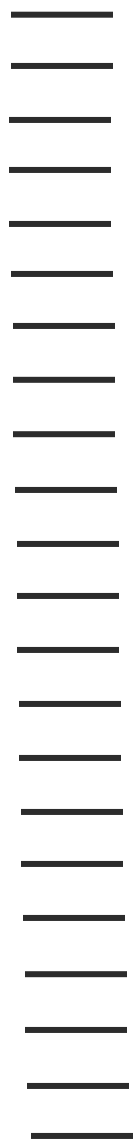


ROSEDALE STREET

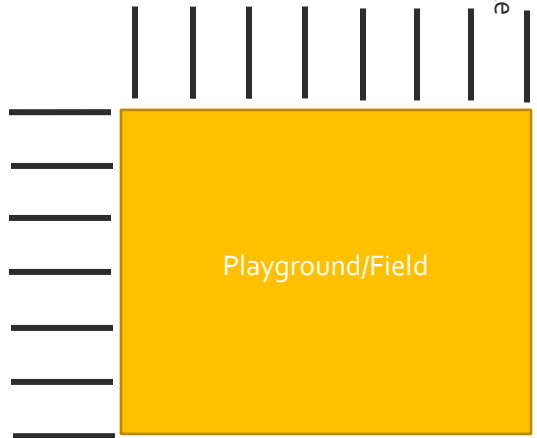
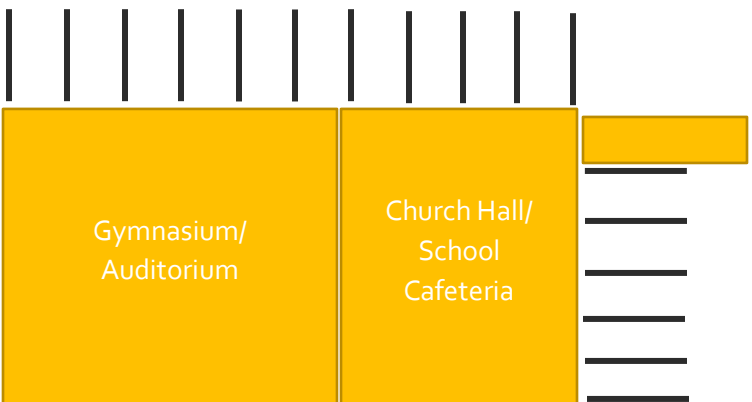
DISMISSAL PROCEDURES

ENNIS STREET

Entry Gate



Exit Gate



ROSEDALE STREET