



# **Lower Division Arrival and Dismissal Procedures**

## **Arrival Procedures**

- We ask that all drivers stay off of their cell phones while in our carline. Cell phones create a distraction and unsafe conditions for everyone.
- Our first period begins at 8:15am, so students should arrive at school no later than 8:10am each morning. Students will be marked tardy at 8:15am.
- Parents may park and walk their child down the hill to the sidewalk in front of the school to avoid the long car line. We will begin welcoming students into the school building at 8am.
- If you come through the carline, please make two lines at the top of the hill, and you will be instructed how to move down the hill by a faculty member. The carline starts moving at 7:55am.
- For all cars coming through the carline, please pull up as far as possible at the bottom of the hill (toward the gate at the end of our sidewalk). Please do not stop in front of your child's classroom door.
- Please pay very close attention to faculty members' instructions while you are in the carline. We may ask you to move or to stop at any moment in order to provide the safest environment for everyone.

## **Dismissal Procedures**

- We ask that all drivers stay off of their cell phones while in our carline. Cell Phones create a distraction and unsafe conditions for everyone.

- In the afternoon, we dismiss at two different times: PK3, JK, and SK at 3pm. (yellow car tag\*) and 1st – 4th grades at 3:15pm. (blue car tag\*). This year, you may park your car and walk down to the sidewalk for pickup. Please wait at the sidewalk, and we will call for your child to come out.
- If you want to come through the carline, the directions are as follows:
  - For the 3pm pick-up (PK3, JK, and SK), cars should line up on the right, (leaving a lane free closest to the white picket fence), and we will move you down the hill, one car at a time. If you need to help your child buckle in, when you get to the bottom of the hill, please pull to the right of the cones. If your child does not need help, please pull to the left, closest to the building, and pull as far forward as you can. We will bring your child to your car.
  - 1st – 4th grade pickups should line up to the left (closest to the white picket fence and the lake) for a 3:15pm. dismissal. However, if you arrive after 3:07 p.m. or so, and the 3:15pm line is long and backing up toward Collier Parkway, please pull up and join the back of the line on the right. We will have moved most of the 3pm pm line along by then, so it's not a problem for you to pull up.
- For all cars coming through the carline, please pull up as far as possible at the bottom of the hill (toward the gate at the end of our sidewalk), and we will bring your child to you.
- Please do not try to stop in front of their classroom door, or where you see them standing on the sidewalk. Our goal is to get as many cars into the pickup area at once so that we can load multiple children at the same time. Please pay very close attention to faculty members' instructions while you are in the carline. We may ask you to move or to stop at any moment in order to provide the safest environment for everyone.

*\*Identifying name tags will be given during Orientation for you to hang on your rearview mirror. Anyone who picks up your child must have this card in their car or on their person when walking down to pick up.*

## **IMPORTANT: INCLEMENT WEATHER PROCEDURES – PLEASE READ CAREFULLY**

- If, during arrival or dismissal, you see bright orange flags posted along the fence of our carline, we are operating under inclement weather procedures.
- During inclement weather (usually lightning), we will not have a faculty member at the top of the hill. The first car in line will need to move down to the school at 8:00 a.m. (for arrival) or 3pm (for dismissal).
- We will take kids out of their car (or put them in during dismissal) one at a time, and only directly in front of the main door to the school. On these days, please stop directly in

front of the main office door. Please do not go all the way down to the gate at the far end of our sidewalk.

- The goal is to have as few people as possible moving around outside during dangerous weather conditions. The car line will move more slowly on these days, and we ask that you remain patient so that everyone stays safe.
- At your discretion, you may park and walk down to drop off or pick up your child during inclement weather; however, please note that this is not our recommended procedure.