

● Arrival Procedures

STUDENT ARRIVAL TIME BEGINS AT 8:35 AM

As you are aware safety and security are of the utmost importance. As a result, we are asking that if students are arriving by car that **PARENTS DO NOT GET OUT OF YOUR CAR.** This will help tremendously with the flow of traffic in the morning. All cars need to enter the lower bus lot for morning drop off.

By Car:

Cars enter the Concord Road Campus and stay to the left. Drop-off will take place in the clock entrance parking lot starting at 8:35 AM. ***Prior to 8:35 AM, students must remain in their vehicles as supervision is not available.*** Vehicles should line up along the curb in a single line. The first car must pull all the way around to where the curb first starts at the gate and all other vehicles must pull forward to the greatest extent possible.

All cars must remain in the queue and wait until the cars in front of them drop-off. Cars may not pull around vehicles that are still in line for any reason.

Parents **must** remain in their cars. If, for any reason, a parent plans to step out of the vehicle to support drop-off, s/he must park in an available parking space and escort the child to the main entrance.

- Students must exit their car from the right, positioning them safely on the side of the curb. Staff members will be present to support an efficient drop-off process. **Students will open their car door, exit the vehicle and close the door.**

All students will walk along the sidewalk and proceed to the following designated entrances:

- Students in kindergarten and first grade will enter the building through the primary entrance doors and transition to their classrooms.
- Students in second, third and fourth grade will enter the building through the clock entrance doors and transition to their classrooms.

Cars must remain in line and exit the lot in the order they entered.

Starting at 8:50, staff members must leave the drop-off area to join students for instruction in classrooms. Students arriving late will enter through the main entrance.

As of 8:50, parents dropping off students in kindergarten and first grade must park in a designated parking space and escort their child to the main entrance.

Please note that the gate to the lot will be closed at 8:50.

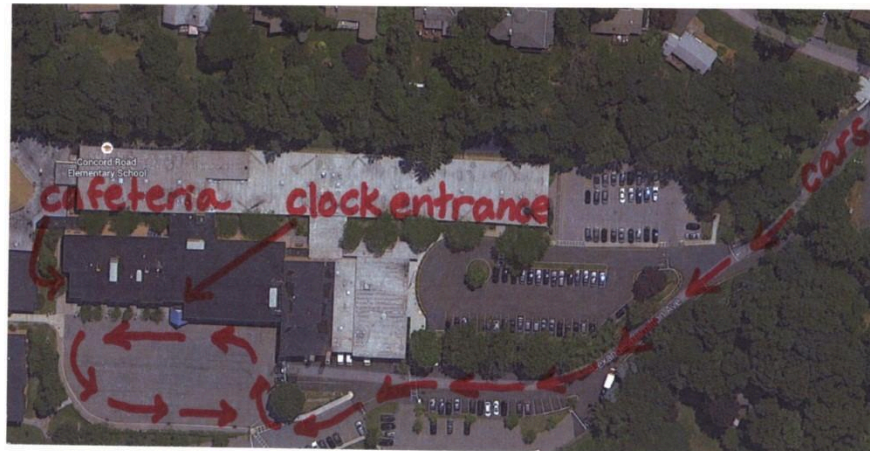


Figure 2 Illustration of morning drop off procedures as described above

For student and staff safety, please refrain from using or checking your cell phone during arrival.

By Bus:

Our buses proceed down the entry drive to the main entrance lot. Students proceed directly to their classroom. Staff is stationed throughout the hallways to direct and supervise student arrival.

Late Arrival Procedures:

All students (K-4) who arrive after 8:50 are considered late and must enter through the Main Building and sign in at the Greeter's desk. There is no admittance via the Primary Wing Entrance. Only our Main Entrance is accessible to visitors.

After 8:50, parents dropping off students in K-4 must park in a designated parking space and escort their child to the main entrance. Students will be given a late pass and proceed directly to their classroom/special. Our security guard will have a master list of class specials to ensure that your child will join his or her class efficiently. In all cases, our Health Office is notified of late arrivals and this information will appear on your child's permanent attendance record and report card.

● Dismissal Times

As you are aware safety and security are of the utmost importance. As a result, we are asking that upon dismissal as you are leaving the campus that you **MAKE A RIGHT TURN ONLY ON HEATHERDELL RD UPON EXITING**. This will help tremendously with the flow of traffic in the afternoon.

Kindergarten and 1st grade:

Monday, Tuesday, Thursday and Fridays dismissal is at **3:04pm**

Primary Walkers will be dismissed by the primary entrance.

Sibling Match will be dismissed by the clock tower entrance.

Wednesday dismissal is at 2:24pm

2nd, 3rd and 4th grade Main Building Walkers:

Monday, Tuesday, Thursday and Friday dismissal is at **3:06pm**

Wednesday dismissal is at 2:26pm

Buses depart between 3:20pm - 3:30pm on Monday, Tuesday, Thursday & Friday

Buses depart between 2:45pm - 2:55 on Wednesday

- **Dismissal Procedures**

SCHOOL DISMISSAL MANAGER APP

For the communication of dismissal information, we use School Dismissal Manager (SDM). For information about School Dismissal Manager, please visit www.schooldismissalmanager.com. In August, you will receive an email with instructions on how to use the system. You will need to enter your child's dismissal plans for each day of the week. **Please enter your child's regular, recurring dismissal arrangements as the default.**

By Car:

Students in grades K and 1 will be picked up at the **primary entrance doorway at 3:04pm and Sibling Match will be picked up at the Clock Tower entrance at 3:04pm** on Mondays, Tuesdays, Thursdays, and Fridays. **On Wednesdays the pick-up time is 2:24pm.** Primary Walker parents picking up K-1 students by car need to arrive in our Bus Lot prior to dismissal time. You will be directed to park your car and get out to meet your student at the entrance to the Primary Wing. An adult will be there to supervise the dismissal and be certain each student meets with the appropriate adult. Once all students have returned to their car, the adult supervising the bus lot will then permit cars to exit the lot.

Students in grades 2, 3, & 4 will be dismissed at the **main entrance at 3:06pm** on Mondays, Tuesdays, Thursdays, and Fridays and **2:26 on Wednesdays at the Main Entrance.** Main building walker parents picking up students by car should arrive and park legally. You **MAY NOT** park against the curb as this is an emergency zone.

2nd grade main building walkers will be dismissed from the second grade wing, which is to the left of the main entrance as you exit the building, close to the upper parking lot.

3rd and 4th grade main building walkers will be dismissed from the main entrance doors.

If you have children in grades 2, 3 or 4 they will be dismissed as a Main to Primary Walker and will be matched with their K or 1 sibling. You will pick your children up at the clock tower entrance in the primary lot.

As students exit the building, they will identify their adults.

By Bus:

Students are dismissed by their classroom teacher and are supervised by faculty and staff. As buses arrive, our students board the bus and are dismissed from the school grounds.

Requests for Changes in Your Child's Dismissal

Making Changes:

If you need to change your child's dismissal, you will log into School Dismissal Manager by 1:30 pm and **enter any changes as exceptions**. You may choose to receive a confirmation email for any changes made. **Your child's teacher and the Main Office will no longer accept notes or phone calls for dismissal changes.**

Daily Dismissal:

At the end of the day, School Dismissal Manager will automatically send an update to your child's teacher indicating his/her dismissal plans. In the event of an early dismissal, teachers will also be notified.