2019-2020 Arrival and Dismissal Plans
Notes and Tips for Parents

The first couple weeks of dismissal can be quite challenging. Staff, students, and parents are all learning new routines and procedures. Thank you for your patience during this time! Please note that we use the drop-off area by the front entrance for loading and unloading. Please see the following pages for more information.

Car Rider Notes:

• Middle school pick-up is 3:20 – 3:30.
• K-5 pickup begins at 3:00 pm.
  • Students whose last names begin with A – M should pick up between 3:00 pm – 3:15 pm.
  • Students whose last names begin with N – Z should pick up between 3:15 pm – 3:30 pm.
  • Please note that 3:15 pm is the latest that A-M students should be picked up and is the earliest that M-Z students should be picked up.
  • For carpools, please follow the time for the driver of the car.
• One car-rider number will be assigned per family. If you need an additional card, please contact the front office.
• If you are picking another child up, you must display his/her car rider number.

Walker/Biker Notes:

• If you are using the gate during the morning, it will be open and staffed from 7:30 am – 7:55 am. Please be sure that children arrive at the gate prior to 7:55 am for safe crossing with a staff member.
• Beginning at 3:00 pm, please hold your number card high on the sidewalk near the bike rack area and your child will be released.
• Middle school students are dismissed at 3:20.
• Parents picking up bikers and walkers should not park in front of the school to pick-up. Please park in gym lot or on a portion of the street either north or south of the school.

General Notes

• Parking in front of the school is prohibited during arrival or dismissal. Parents can park on the street north of the gym or south of the school or in a lot.
  • Please adhere to the parking signs displayed during special events.
• Students should be dropped off in the carpool line or in the gym parking lot. Please do not drop students off in the street.
• Students will only be released to parents in the “Parent Pick-Up” zone (on the sidewalk near the bike rack) or to parents in cars through the carpool line. Please do not stand on the front sidewalk near the loading zone with your car-rider number.
  • Thanks for your patience on rainy days as students are dismissed in small groups from inside the building.
  • If your child will be riding home with another family frequently, please notify the front office.
• All students will be required to register for the Connect after school drop-in program. Students that are not picked up by 3:30 pm will be placed in the Connect Drop-in program. Parents will pick up their child(ren) directly from Connect and will be required to pay all associated fees.

Please keep in mind that our school is nestled within several neighborhoods and communities.
Please be respectful of our surrounding neighbors, especially during arrival and dismissal times.
Be sure to drive safe speeds and be considerate of our neighbors and their property.
Thanks for your help and for joining our students and staff in demonstrating the school’s core values of respect, kindness, and cooperation!
Tips and Reminders:
• Students can be dropped off as early as 7:30 am. Middle school students are expected to arrive by 7:45 am.
• School begins at 8:00 am, at which time students should be in their classrooms ready to begin the school day.
• Students dropped off between 7:30 – 7:45 will wait in the cafeteria until released to their classes.
• Students should dress appropriately on days with inclement weather. Rain jackets and umbrellas are strongly encouraged.
• Traffic from the North and South will merge and drop-off in front of the original front entrance. Cars should merge by the first island as you approach the unloading zone.
• Cars exiting the unloading zone will make a right turn only.
• Parking is very limited. If you intend to walk your child into class, please park on the street north of the gym.
• For your child’s safety, please only drop off your child in the unloading zone. Please do not at any time drop off your child on the street.
Tips and Reminders:
• Middle School parents are asked to pick up their students between 3:20 and 3:30. Middle School walkers/bikers will be dismissed at 3:20.
• K-5 students whose last name begins with A – M should pick up between 3:00 pm – 3:15 pm.
• K-5 students whose last name begins with N – Z should pick up between 3:15 pm – 3:30 pm.
• Please note that 3:15 pm is the latest that A-M students should be picked up and is the earliest that M-Z students should be picked up.
• For carpools, please follow the time for the driver of the car. For example, if the Smith Family is picking up the Johnson Family, all students should be picked up between 3:15 – 3:30 pm.
• Students will only be released to parents standing on the sidewalk near the bike rack or to parents in cars. Please do not stand on the front sidewalk near the loading zone with your car-rider number.