

ARRIVAL TO AND DISMISSAL FROM SCHOOL

The safety of your child is very important. The following procedures have been developed to ensure every child's well being as he/she arrives at and leaves from school. We appreciate everyone's cooperation in following these procedures as written.

MORNING ARRIVAL

- School begins at 9:05 a.m.
- Students may arrive at school anytime after 8:40 a.m.
- Students arriving prior to 8:55 a.m. will go to the Gym.
- **No student supervision is provided before 8:40 a.m.** If you need this service, contact YMCA School Age Childcare @ **637-1575**.

Morning Car Pool Drop-Off 8:40 a.m. to 9 a.m.

- Students may be dropped off in the car pool lines between 8:40 and 9 a.m. Students must be in their classrooms ready for the day at 9:05 a.m.; if not, they are late for school. (**The car pool doors will close at 9:00 a.m.** No students will be admitted through the car pool doors after 9:00 a.m.) If you are driving your child to school and arrive between 9:00 and 9:05, please park in the parking lot and walk students to the front door of the school. (**Do not drive into the bus circle. Driving in the bus circle is restricted to buses until 9:15 a.m.**) After 9:05 students must be walked to the front office by an adult, signed in, and receive a tardy slip before going to class.
- As you enter car pool line 1 or 2 from Rudy Lane, alert your child that you are at school and ask him or her to get their things ready (backpack, lunch, coat, etc.) so that your child can exit your vehicle quickly, and therefore keep the car pool lines moving smoothly.
- Form a single line in the car pool lane.
- As you enter the car pool area, pull up to the end of the sidewalk, come to a complete stop, and allow your child to exit your vehicle. All children should exit from the passenger side onto the sidewalk. Several cars may drop off at the same time as long as all cars are stopped. (We ask that cars enter the "unloading zone" and that all children in that group of cars exit at the same time. Please have your child exit when your group is in the unloading zone. Failure to do so causes disruption to the smooth and safe flow of carpool.)
- At no time should a driver get out of the car.
- **At no time should a car pass another while in the car pool line.**
- If your child needs help getting out of the car (due to injury or because of a large project, for example), please park in the parking lot and escort your child across the driveway to the door.

Students are never to be dropped off in the parking lot.

AFTERNOON DISMISSAL

For the safety and welfare of all children, the students are dismissed at the end of the day (3:45 p.m.) over the PA system as follows:

- As bus riders - exiting when called by bus number.
- As car riders - exiting the awning door at exit 4 for Car Pool # 1 and Exit # 10 for Car Pool # 2 when called by number, and being picked up in the appropriate car pool line only. **Students who are car riders should only be picked up in one of the designated car pool areas.**
- As participants in the YMCA Child Enrichment Program – (CEP) called to the cafeteria or other designated area.
- As walkers – exiting the building (Exit 6) and walking to their home; met by parent or unsupervised as designated in writing by the legal guardian.

Please assist the school staff and your child by making his/her dismissal routine as simple and consistent as possible. Children can become confused when their schedule is changed often. We recommend that all children who have bus transportation to and from school utilize this service.

Afternoon Car Pool Pick-Up 3:45 to 4 p.m.

- Students who ride home from school in a car are picked up in the car pool lines **only** between 3:45 and 4 p.m.
- If your child is a car rider, he or she and you **must** have a car pool number. Hang your car pool tag from the interior rearview mirror. The child's matching car pool wristband should be attached to the top loop of his or her backpack.
- Student wristband numbers are matched to the car pool hang tag on the vehicle. **If at any time someone other than you will be picking up your child from school, you must send in a note (phone calls will not be accepted) stating the name of the person.** When that person arrives at school, he or she will be asked to provide identification. (You can also give the person your car pool tag, which would authorize them to pick up your child.)
- The car pool hang tag must be visible in the front of your vehicle.

For Car Pool # 1

- Families utilizing Car Pool # 1 are asked to enter turning left from Rudy Lane and exit turning right onto Rudy Lane.
- Form a single line in the car pool line, pulling all the way up to the end of the sidewalk as indicated.
- All cars from the end of the sidewalk to the pylons marking the end of the loading/unloading zone will load at the same time. Students must enter the vehicles from the passenger side. When all cars in the "zone" are loaded, a signal will be given to dismiss that group of cars. No cars are to move until the signal is given.
- When the first set of cars is being loaded, teachers will be helping line up students for the second group.
- When the second group of cars has lined up from the end of the sidewalk to the end of the zone, and all cars are stopped, the next group will load.

- This process will continue until all cars are loaded.
(By loading the cars at the same time, there will be no children walking on the sidewalk while any car is moving.)
- As cars back up onto Rudy Lane, please pull to **the far right** to allow through traffic to pass. Cars are to line up on the **east side of Rudy Lane only**. Please show consideration for our neighbors, and do not block entrances to drives or mailboxes when waiting on Rudy Lane.
- Students going home in cars are to be picked up in the car rider lane, **not in the parking lot or on the street**. Cars are not to be left unattended in the car pool lane at any time.

For Car Pool # 2

- Families utilizing Car Pool # 2 are asked to **enter turning right** from Rudy Lane and **exit turning left** onto Rudy Lane. Please do not sign up for this arrival and dismissal choice unless willing to follow the safety guidelines noted above. Drive to the basketball area and come around to the sidewalk by Exit 10.
- Car riders are to form a single line in the car pool line, pulling all the way up to the end of the sidewalk as indicated.
- All cars from the end of the sidewalk to the pylons marking the end of the loading/unloading zone will load at the same time. Students must enter the vehicles from the passenger side. When all cars in the “zone” are loaded, a signal will be given to dismiss that group of cars. No cars are to move until the signal is given.
- Students going home in cars are to be picked up in the car rider lane, **not in the parking lot or on the street**. Cars are not to be left unattended in the car pool lane at any time.

Afternoon Dismissal for Walkers

Students who go home as walkers, either escorted by an adult or authorized by their parent/guardian to walk to their home unescorted, will be dismissed by a staff member from Exit 6, which is at the back of the building. Only students whose parents have given written permission for their child to be a walker will be permitted to leave the school building from this exit.

If your child is a walker, you must fill out a form indicating whether he or she will walk from school to your home unaccompanied by an adult or whether someone will meet him/her at the walker door. **Students who ride home in a car are not to exit as walkers.**

Changes in Dismissal Instructions

If your child will go home a different way than he or she normally does (e.g., usually a bus rider, will be a car rider or is going on a different bus), the student **must** provide a note from a parent each day the change occurs. (**Please** put your child’s first and last name as well as teacher name on these notes to assist office staff in correctly recording and sharing the information.) A ***Change of Transportation Form*** may also be used and is available on the Dunn Web site. It can also be found in the Registration Day Information

Packet. This notification advises the bus driver, teacher, and office staff of the change. If a student is going home with another student, the other student must also bring a permission note from his or her parent. **Please note: Phone calls to change dismissal instructions are not accepted unless it is an emergency situation.**

Dismissal during School Hours

We strongly discourage this practice. We realize, however, that occasionally it is necessary to require the early dismissal of a student. In those cases, we ask that you notify the school office in writing the day of the early dismissal and state the reason for dismissal.

- Any person picking up a child **must** sign the child out at the school office. No teacher is permitted to dismiss a child directly from the classroom. The office will call for the student to meet his or her parent (or guardian) in the front lobby.
- A person other than a parent may pick up the child; provided the parent has sent written authorization or it is so noted on the *Student Enrollment Form*. Identification will be requested.

Specific Arrival and Dismissal Reminders

- If, at any time during morning arrival or afternoon dismissal, you must park in the parking lot and cross over to the school, please use the cross walk for the safety of all involved.
- Neighbors that live on streets that intersect Rudy Lane are asking us not to block their access to Rudy Lane while we wait in the car pool line.
- It is extremely important that the school's front lobby remain clear at dismissal time. Once our dismissal begins, we must have **only** staff members in the front lobby. Adults that are coming to pick up children need to do so in the car pool line. This will help ensure that all students get safely to their buses in a timely manner. We appreciate your cooperation and willingness to work with us on this matter.