



# Vaughan Elementary

## Arrival and Dismissal Procedures

### Parent Information



Student safety is one of our primary concerns. In order to provide the safest environment for our children, Vaughan has an organized drop-off and pick-up plan that we would like for every parent, guardian, carpool driver and daycare to follow.

### **Morning Drop-Off**

- ◆ Any K - 6 student eating breakfast at school may be dropped off at the front of the building and go directly to the cafeteria.
- ◆ Students in **grades 4-6 should be dropped off at the front** of the building and report to the **cafeteria** each morning.
- ◆ Students in **grades K-3 should be dropped off on the north (gym) side** of the building and report to the **gym** each morning.
- ◆ Carpools or families with students in both primary (K-3) and intermediate (4-6) grades should drop off their children together on the north (gym) side of the building.
- ◆ Daycare and school buses will drop off on the south side of the building and students will report to the gym or cafeteria as noted above. No cars are allowed to drop off in this area.
- ◆ Student arrival time is 7:30 – 7:50 a.m.

### **Afternoon Pick-Up**

- ◆ Students in **grades K-3, along with their older siblings or carpool students, should be picked up on the north (gym) side** of the building. Adults will assist them in locating and boarding their vehicles.
- ◆ Students in **grades 4-6, that do not have younger siblings or carpool riders, should be picked up at the front** of the building.
- ◆ To avoid congestion in the student waiting area, parents are asked to stay in their vehicles, travel through the pick-up line, and pull forward as space allows.
- ◆ Parents may park their vehicles if they prefer, wait in the designated parent waiting area next to the parking lot, and walk their children across the lot. Please be sure to let your child's teacher know in advance if this is where your student should wait each day.
- ◆ Daycare and school buses will pick students up on the south side of the building in the bus lane. No cars are allowed in this area during dismissal.
- ◆ In the event of severe weather, a 'rainy day' dismissal will be followed, which allows students to exit the building only when the vehicle is ready to load.

## **Rainy Day Dismissal**

- ◆ Parents will follow the same routine for rain day dismissal, making sure they have their car tags visible for students in K-3<sup>rd</sup> grades.
- ◆ Students will be kept indoors and called outside when their ride has been identified.
- ◆ Parents needing to make last minute dismissal changes for their students should notify the school office **no later than 2:00 p.m.** if at all possible. This will allow school personnel adequate time to get information relayed to classroom teachers and students.
- ◆ In the event of severe weather during dismissal, the administration may make the decision not release students to walk or ride bikes home. These students will be required to call parents to make other arrangements. If weather is extreme, dismissal for all students may be delayed.
- ◆ Please know that rainy day dismissal will move slowly due to the number of vehicles entering and exiting the parking lot. Your patience and support in following our procedures will be greatly appreciated.

## **Safety Reminders**

- ◆ Students should keep the door of the vehicle closed until it comes to a complete stop next to the curb and then exit and enter the car from the curbside only.
- ◆ Vehicles are not allowed to stop for student drop-off or pick-up in the outside lane of traffic in the parking lot. Students should only exit and enter the vehicle next to the curb.
- ◆ Students should not walk across the lot unattended. If a parent parks in the lot, he/she must walk the children across at the crosswalk.

## **Bike Riders, Walkers, Scooters, Etc.**

- ◆ Students must walk bikes, scooters, and skateboards once they reach the school grounds.
- ◆ Bikes, scooters, and skateboards must be locked on one of the bike racks during the school day.
- ◆ Walkers must cross the street and parking lot areas at designated crosswalks only.
- ◆ All students, whether walking, riding bikes, or riding scooters, will dismiss from either the gym or the cafeteria depending on the route they take home. Adult supervision will be provided as they leave the school grounds.

Thank you in advance for helping us keep our children safe!