

# Arrival and Dismissal Procedures 2015-2016

**Scooters will NOT be allowed in the building. Please park bikes and scooters at the designated racks near the shade structure.**

In an effort to keep all children and adults safe we ask that you look over these guidelines for arrival and dismissal for the 2014-2015 school year. **For arrival:** Doors open at 7:30. Grades K-2 will go to the cafeteria in the mornings and Grades 3-6 will go to the gym. **For Dismissal:** Please see map for dismissal location points to see where your child will be. If you have multiple children siblings will go to the **youngest sibling's** class for pick up. Please reference to the map for arrival and dismissal information and read important information below.

Ann's Way Arrival: (see map on the back for location of arrival)

**Always use crosswalk to cross the street.**

- **Carpool lane is for drop off only and is** along Ann's Way closest to the school building (North side of street).
- If you have to get out of your car, park along south side of the street or on Medina Lane.
- In carpool lane, please pull up as cars move to keep the flow of traffic moving.
- **Only students** may enter building through the east side door
- **Parents** entering building must go to the front of school and check in at the front desk. Must have an ID to sign in.
- We have **staff on duty** near the playground and inside east side door to monitor children. **Please follow the direction of staff on duty for the safety of all students.**

Ann's Way Dismissal: (see map on the back for location dismissal)

**Always use crosswalk to cross the street.**

- **Carpool lane is for pick up only** and is along Ann's Way on the north side of the street. As cars move, please pull forward to keep the flow of traffic moving. **PLEASE STAY IN YOUR CAR**
- Hang your car pick up sign on your rear view mirror so that it is visible to staff.
- If you get out of your car, please do not park along carpool lane. Please park across the street and use crosswalk to come across.
- Students will only be released once the teacher verifies the person who is picking up.
- **Please follow the direction of all staff for the safety of all students.**

Comanche Arrival: (see map on the back for location of arrival)

**Always use crosswalk to cross the street.**

- **Carpool lane is for drop off only.** Please pull up as cars move to keep the flow of traffic moving.
- If you have to get out of your car, park in the parking lot and use crosswalk. Students must be accompanied by a parent when in parking lot.
- **Students ONLY** may enter building through the breezeway door near gym.
- **Parents** entering building must go to the front of school and check in at front desk. An ID will be required to enter building.
- We have staff on duty along carpool lane and inside building to monitor children.
- **Please follow the direction of all staff for the safety of all students.**

Comanche Dismissal: (see map on the back for location of dismissal)

**Always use crosswalk to cross the street.**

- **Carpool lane is for pick up only.** Please pull up as cars move to keep the flow of traffic moving.
- Hang your car pick up sign on your rear view mirror so that it is visible to staff.
- If you get out of your car, please use the parking lot on the west side of the building.
- Students will only be released once the teacher verifies the person picking up.
- **Please follow the direction of all staff for the safety of all students.**