

Arrival & Dismissal Procedures



Arrival: Between 7:00 a.m. to 7:40- The tardy bell rings at 7:40 a.m.

Gym doors (west side of the building) will open at 7:00 a.m. Students arriving between 7:00 and 7:25 a.m., should enter through the gym doors and they will be monitored in the gym or cafeteria if they wish to eat breakfast at school, until 7:25 a.m. At 7:25 a.m., students are dismissed to their classrooms. The tardy bell rings at 7:40 a.m., and instruction begins. Having your child at school by 7:30 a.m. will help ensure that they have plenty of time to unpack backpacks and get settled into class, ready to start their day in a calm manner.

Walker Door Entrance (East side of building) will be opened at 7:25 a.m. to 7:40 a.m.

Dismissal:

Dismissal in all areas is between 2:45 p.m. to 3:00 p.m.

Buses & Daycares use the driveway at the front of the building for drop off and pick up.

Walkers (students who walk to and from school) will enter and exit at the door on the East side of the building.

Carpool (students dropped off & picked up by car) is located on the west side of the building, by the staff parking lot. Cars may enter from Coldwater Creek Lane or Oxbow Creek lane. **Please review the following important information/reminders about carpool to keep it running as quickly and efficiently as possible.**

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- As we load/unload cars, please continue to pull up as far forward as possible, this helps us speed up the process.
- Students should ONLY exit the passenger side of the vehicle for safety reasons.
- Please have your child as ready as possible to get out of the car; backpack, lunch, jacket, etc. This will speed up the process.
- Parents/drivers should stay in the car, someone will be available to assist your child. If your child needs help unbuckling their seatbelt, please pull up to the first cone.
- Students should only be dropped off in the carpool lane. Please do not drop your student off in the parking lot, it is not safe. If you would like to get out of the car and walk your child to the door, please use the walker entrance on the east side of the building.
- When picking up your child, please leave your pink sign in the front window until your child is in your car.