



2021-22 ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

Bus Arrival

Buses will disembark beginning at 8:20 AM. Students will enter the building through the main entrance and go directly to their classrooms.

Vehicle Arrival

There are two checkpoints for students who arrive to school via a personal vehicle. The process upon arrival in the parking lot is:

1. Pull up to one of the checkpoints (indicated by the stars) and/or form a line.
2. The adult in the vehicle will remain in the vehicle unless there is a problem with the student exiting the vehicle.
3. The student will exit the vehicle, enter the building through the middle doors and go directly to his or her classroom.



Some other notes regarding students who arrive by personal vehicle:

- Parking is not allowed in the staff parking spots (along Main Street) or the parking spots along the fence.
- If you arrive before 8:15 AM, please stay in your vehicle and pull up to one of the checkpoints. The playground is closed at this time of day and the structures are closed indefinitely.
- The travel lane must remain open.
- Visitors are not allowed in the building. If you need to drop something off (like paperwork) the adults at the checkpoints will take it for you. If you need to speak with someone, you will need to call them.
- All open parking spots are available for use during dismissal.

DISMISSAL

ACE

ACE students will be dismissed at 3:05.

Bus

Buses will be called one at a time. Students will go directly to their assigned seat on the bus.

Pick-ups

Pick-ups will be dismissed at 3:00 PM. Grownups need to check in with the staff member by the clipboards to have the child they're picking up "signed out" (the staff member will check off the student's name to prevent the sharing of pens). Once the student has been "signed out", they will exit the building as follows:

- Students in classrooms that face the playground (Thomas, Trieb, Bassett, Kelly, Collins and Thibault) will exit through their classroom's exterior door:
 - Hill – **D16**
 - Thomas – **D18**
 - Bassett/Kelly – **D14**
 - Collins/Thibault – **D13**
- Students in Davis', Barnett's and Haddock's classrooms will exit through the back doors (**D12**).
- Students in Hughes', Anderson's and Helfrich's classrooms will exit through the middle doors (**D15**).

During winter, when it's unsafe to be under the roof overhang due to ice buildup, all students will be dismissed either through the middle doors (**D15**) or the back doors (**D12**).