

## IMPORTANT INFORMATION CONCERNING OPENING AND DISMISSAL PROCEDURES

**In past years we have dealt with a variety of traffic issues that have compromised the safety of our children. It is very important that all traffic laws be observed. Please park in designated parking spots, observe rules about the traffic patterns in the parking lot and follow speed limit signs. Please note that the speed limit in the parking lot is 10 miles per hour.**

One of our main goals is to stop children from running across the street in front of the school. Polen Drive should **not** be used to drop off children. If you are pulling up to the curb on Polen Drive, you need to park and walk your child across the street. The recommended procedure is to come into the parking lot via Pondoray Place, pull around the cafeteria and drop off your children in the parking lot (by the bike rack). The children should go to either of the front doors to wait until they are allowed in the building at 8:00 a.m. If your child is having breakfast in the cafeteria, they should go to the cafeteria at 7:45. No students should be in the parking lot or in the street. **Unless your child is going to daycare, no child should arrive at school prior to 7:50 a.m.** There is no supervision outside prior to 7:50 a.m.

Just like the morning, we will not allow children to cross the street in front of the school during afternoon dismissal unless accompanied by an adult. The following options are available at dismissal time:

1. Bus riders – these students will be dismissed first and will leave the building through either set of front doors and get on the buses immediately.
2. Car riders – children going home by car will be sent to the cafeteria at dismissal. They will wait inside until a parent pulls up to the curb to pick them up. If your child is a car rider, you should come into the parking lot by way of Pondoray Place. You will need to pull up to the side of the cafeteria. A staff member will take your name and instruct you to pull around the corner to the right. Your child will come out of the cafeteria breezeway near the front of the cafeteria. You should then exit from the parking lot onto Polen Drive. The students will not be allowed to leave the building to go find their parents. If you want to come get your child, you can park and come into the building. We encourage parents to use the car line system rather than parking and coming into the building.
3. Daycare – children attending JFK daycare or being picked up by daycare vans will be dismissed after the buses have left the front drive. Outside daycare students will report to the lobby nearest the office, and will be dismissed from there when their daycare van arrives.
4. Walkers – students who walk home will be allowed to leave after the majority of our car traffic has left. Children will be released to parents who walk up to the walker door; otherwise, the students will leave as a group with a teacher who will walk them off school property. All children who walk should clear the school grounds no later than 15 minutes following school dismissal. **THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF CHILDREN BEYOND THIS TIME.**

**Please be on time to pick up your child. If your child is not picked up by 2:45 p.m., he/she will be sent to JFK Daycare. You will be charged for that service.**

It is our experience that children are more comfortable when they have a **consistent** plan for dismissal. Please make sure your child knows what they are supposed to do after school. The teacher needs to have a written copy of your child's dismissal plan. Please send in a note if this procedure needs to be changed. **Teachers will follow the plan and will not accept the student's verbal notification of change.** Calling the school to make changes in your child's dismissal plan causes disruption to the secretaries, your child's teacher and the entire class. We are aware that on rare occasions special arrangements must be made. When calling the school to report these changes, please note: **we will not be able to get messages to students after 2:15.**

Please keep in mind that the teachers, principal, counselor, custodian, aides and other personnel including, on occasion, the police are stationed outside to do an important job – take care of your children. Please remember that this plan was put into action in order to ensure the safety of the children. If you have any questions, please do not hesitate to call us in the office. Thank you for your cooperation in this matter.