

# Arrival Procedures

## 2023-24

- Doors open for students beginning at 7:45 AM. School staff members are not on duty until 7:45 AM and students will not be supervised outside of the building before 7:45 AM.
- Students should dress accordingly for the weather at arrival time.
- Parents, guardians, and guests are not permitted in the building at arrival time to ensure the safety of our students.
- See the picture below for specific entrances associated with each grade / grade group. Students should stand in line while waiting.



### **Entrances:**

**Pre-Kindergarten and Kindergarten:** front of the building by the kindergarten entrance

**1st:** front of the building on the gold starfish line by the main entrance

**2nd:** front of the building on the blue starfish line by the main entrance

**3rd-5th:** back of the building in the fenced area leading to the main hallway

- All buses and licensed childcare van riders will be dropped off in the bus lane in front of the building. Students will then walk to their designated entrance zones. A staff member will be there to greet and direct them.
- Walkers should follow directions of crossing guards and use marked crosswalks and paths. Walkers should line up at designated grade level entrances as noted above.
- Car Riders
  - Car rider lanes should be utilized by families whose children are independently able to exit the vehicle with their belongings without assistance. Drivers are not permitted to get out of their cars. If your child needs extra support, you must park

in the parking lot and walk your child across the crosswalk. All students crossing from the parking lot should use the designated crosswalks across the car rider lanes.

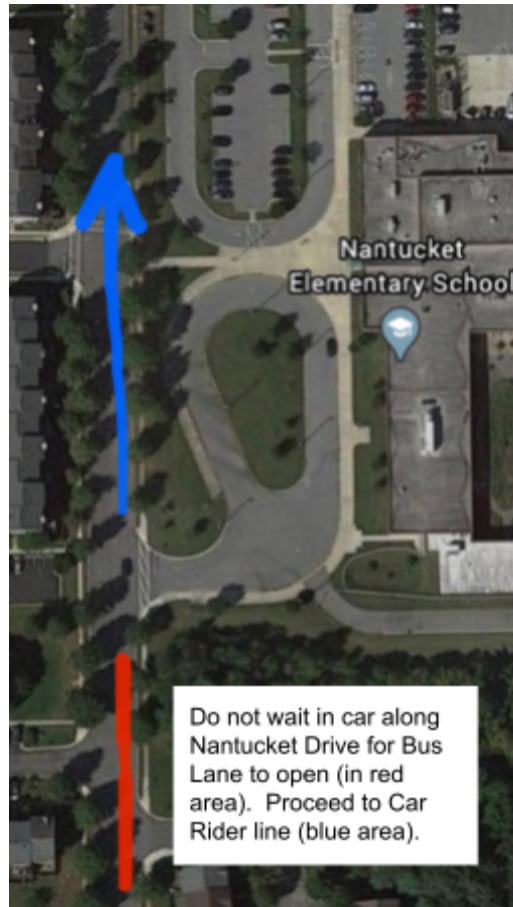
- Drivers may not exit their vehicles or park their cars in the car rider lanes as this slows down the drop off process for all families and has the potential to cause accidents. If you need to exit your vehicle to support your child or go into the office, you must park in the parking lot and utilize the crosswalks.
- Do not pass other buses, vans, or cars in the car rider drop off lanes. This has the potential to cause serious accidents. If all drivers are using the lane as a “drop and go” lane, then the lane will move quickly.
- Drivers of car riders are expected to follow directions of crossing guards and school staff. The car rider line will be used to drop off students at arrival time. See the purple arrow below. Drivers should wait to drop off students until their car is stopped in the drop off area, highlighted in yellow below.



- Once all school buses and licensed childcare vans have arrived, the bus loop will be opened up for additional car riders as shown below. Follow the posted directions and the directions of staff and volunteers. The drop off area in the bus rider loop is marked by white lines. The first white line marks where the drop off area begins. Students should start getting out of the cars independently when they are in the drop off zone, highlighted white in the picture below. When your car is inside the white area, students must get out of their cars.
- All cars exiting this bus loop should make a right turn upon exiting to keep the traffic moving. If you need to make a left onto Nantucket drive, you should utilize the car rider loop instead of the bus loop for drop off.



- Do not wait in the car along Nantucket Drive for Bus Lane to open (in red area above). Proceed to the Car Rider line (in blue area above). This part of the street is not wide enough with parking on both sides to have a line of cars waiting with other cars passing in both directions.



- Designated Handicap Accessible Parking Spaces are reserved for those with proper identification. These spaces are monitored by local law enforcement.
- Students must be in the school building by 8:00 AM to be marked present and on time.

We have asked our local Police Officers to swing by when they are available to help us to monitor our arrival time and ensure the safety of all of our family. Thank you for your help to make arrival time safe for all of our school community.