

ARRIVAL AND DISMISSAL PROCEDURES
2019-2020

Dear Julian Curtiss Families,

In order to ensure the safety of all children and maximize instructional time during the school day, the following arrival and dismissal procedures are in place. Your understanding and cooperation in following these policies and procedures is greatly appreciated.

School Hours: **8:15 am – 2:45 pm**
 Arrival: 8:00 am - 8:10 am.
 Dismissal: 2:45 pm
 Early Dismissal: 12:45 pm

Drop off:

- Please note that beginning on the first Monday of school there is supervision in the cafeteria from 7:30-8:00 for early drop-off. All arrivals should enter through the front door and report directly to the cafeteria.
- All doors of the school will be locked at all times. This includes arrival and dismissal time. A staff member will be available from 7:30 -8:15 am and 2:40 – 3:00 at the front entrance to ensure students arrive and leave the building safely. After 8:15 am and 3:00 pm all visitors will have to use the video intercom system to enter the building.
- Students who arrive at 8:00 a.m. or after should walk directly to their classroom.
- Students arriving after 8:15 are marked as tardy.
- Students driven to school are to be dropped off along the driveway in front of the school or the driveway on the gym side of the building and walk directly to their classroom.

Drivers please follow this procedure:

1. **Drive up to the white sign along the gymnasium side of the school or the stop sign in front of the school. Do not stop in front of the door. Pulling up to the top of the driveway will help keep the traffic moving.**
2. Remain in the vehicle while students exit the car independently on the sidewalk side only.
3. Do not pass the car in front of you at any time. This is an extreme hazard and is strictly prohibited. Please wait in line, proceed around the loop, and exit onto East Elm Street or use the Milbank driveway.
4. Please refrain from using cell phones during drop-off.

Once a student has been dropped off, he/she MUST stay on school grounds.

All students should enter the school at the front entrance. Please keep in mind that one of our goals is to increase instructional time for students, so arriving on time will assist your child with organization and academics throughout the school year. Our goal is to have all students in their classrooms at 8:10 a.m.

Pick-up: Dismissal begins at 2:45 and will be staggered. Bus students, car riders, and walkers will be dismissed separately.

The front circle is restricted to BUSES ONLY from 2:15 p.m. - 3:15 p.m. Cars are NOT allowed in the front circle during dismissal/pick-up. Drivers should enter Milbank driveway ONLY.

- Car riders in grades K-5 will be picked up on the gymnasium side of the building. There is no parking or standing. Vehicles must keep moving around the loop until their child is available for pick-up. **Please display last name of student in large letters on visor or in window of the car. This helps to keep the line moving!**
- Please refrain from using cell phones during pick-up.

- Walkers being picked up by parents should be met on the blacktop on the playground side (south side) of the building. **Kindergarten parents should meet their walkers on the back patio for pick-up.**
- Older siblings will be able to meet younger siblings at their designated dismissal area with written permission from the parent.

All plans for dismissal should be managed through **School Dismissal Manager**. Separate information regarding this program will be sent to all families.

Inclement weather:

On **rainy** and **extreme** cold weather days bus students and car riders will be dismissed in the same manner as always. Walkers should be picked up at their classrooms. An “Indoor Dismissal” sign will be posted at the front of the building.

A staff member will be present in the main hallway and parents will be permitted to walk to the classroom for pick-up when the bell rings at 2:45. If the staff member is unfamiliar with the parent they may ask for the child’s name and the classroom teacher’s name before granting access to the building.

Doors will remain locked during the after school programs. Parents should meet students outside the front doors of the building for pick-up at this time.

Parking: For parents and guests of the school, parking is available in the lower level of the back parking lot, along the east side of driveway beyond Teacher’s lot, and the front circle. The 5 spaces immediately in front of the school are reserved for staff only, and there is no additional parking in front of or behind these 5 spaces. There is **NO PARKING along the entire north (field side), along the entire south part of the driveway from Milbank to the Teacher’s lot and anywhere there is a NO PARKING sign.**

Visitor Sign-In:

All guests of the school must sign in and out of the office, as well as wear a “Visitor” sticker in the school at all times. This includes those that are volunteering or have an appointment with a staff member. We value the presence of parents and guests in our building, but want the safety and instructional needs of our students to be a top priority. Please be sure to pre-arrange any visit or meeting with staff in advance.

We hope this outline of arrival and dismissal procedures will assist you throughout your family’s time at Julian Curtiss Elementary School. Thank you for your understanding and cooperation with these very important matters.

Trish McGuire
Principal