

# Erma Siegel's 2017-2018 Arrival and Dismissal Procedures:

## ARRIVAL PROCEDURE:

Erma Siegel Elementary School doors open for children at 7:15 a.m. each morning. Supervision of students is not provided before this time unless the student is enrolled in the Extended School Program. Students arriving to school before 7:15 a.m. must wait outside in the car. Please have your children arrive at school no earlier than 7:15 a.m. If you need daycare coverage for your children before school, you may consider enrolling them in ESP.

### Breakfast Note:

Universal breakfast will be provided/offered to all students free of charge. Students will eat breakfast in the classrooms after 7:15.

### Students Arriving by Car:

Parents driving their children to school may drop them off each morning on the right side of the school building, rear side of the school building (2 carpool loops available), or the front of school building in the carpool loop. Adult supervision is provided between 7:15 and 7:30 a.m. Drivers should pull up to the curb and drop the children off by the sidewalk next to the carpool loop. Children should exit the car on the passenger side to avoid stepping out into traffic. Drivers are asked to pull forward to allow all cars to access the sidewalk, as there may be a line of cars waiting to drop off children.

**PLEASE NOTE:** The parking lot in the front of the building is reserved for parking only, and may not be used as a drop off location.

### Students Arriving by Bus:

Students transported to school on buses begin arriving at approximately 7:15 a.m. The buses drop off students in front of the gym entrance of the school building, to the left of the front doors. Staff members carefully monitor the arrival of ALL students.

### Points to Remember:

Parents who drive their children to school are encouraged to use the carpool loop. Parents who walk their children to school are asked to leave their children in front of the school each morning. Allowing children to walk to class independently, with the help of our safeties and staff, will enhance the children's confidence and independence. This independent arrival also enables

teachers to focus their attention on your children as soon as they arrive at the classroom doors.

The instructional day at Erma Siegel Elementary School begins when the children arrive in their classrooms, no later than 7:30 a.m. Teachers will be preparing the children for a successful school day as soon as they enter their classrooms. Children arriving after 7:30 a.m. will be marked tardy. Students arriving late to class will be required to obtain a tardy note.

## **DISMISSAL PROCEDURES**

The instructional day at Erma Siegel Elementary School ends at 2:30 p.m., following afternoon announcements. Carpool lines will begin dismissing students at 2:30. Staff members carefully supervise the car rider pick-up areas at all times. Car riders will meet their rides at the carpool loops.

**Pick-up procedures are as follows:**

### **Car Dismissal:**

Car enters carpool loop and displays carpool sign in front window.

**Please note: The carpool sign created by the school is required and helpful in creating an environment of safety and order. Signs are provided by the school, and families may request additional signs. Any parent picking up a child without an official ESE car rider dismissal sign, will have to park in the lot in the front of the building, sign in, show valid identification, and wait until the conclusion of afternoon dismissal. Cars pull up to color coded spots 4-6 cars at a time. Students are then loaded into car.**

**Logistics:** As each driver enters the carpool loop of the school building, a staff member uses a microphone to announce the list of riders. Cars continue through the line and pull up by the sidewalk. Students will wait on the sidewalk until their cars arrive and will enter the cars only after they come to a complete stop. Students may not cross the driveway to meet drivers who may have parked cars in parking spaces. Drivers are asked to arrange for children to enter their cars on the passenger side. This avoids the need for children to walk into traffic. Once again, drivers are reminded to drive in a slow, cautious manner while on school grounds. Parents collecting their children in the carpool line may not leave their cars while waiting in line. **Children will not be allowed to ride home in cars with adults not listed on their emergency cards.** Any changes in drivers must be communicated to the school in writing. The goal is to have all carpoolers safely loaded in their cars and on their way within 5 to 7 minutes. Please enter the carpool line at the end of the line and be considerate of others waiting in the line.

## **Carpool Pick-up Locations by Grade Level:**

<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Grade</b>	<b>Front of School</b>
<b>Kindergarten</b>	<b>E Wing</b>
<b>1<sup>st</sup> Grade</b>	<b>C Wing</b>
<b>4<sup>th</sup>, 5<sup>th</sup> &amp; 6<sup>th</sup></b>	<b>A Wing</b>

**Please Note: Siblings dismiss at the youngest child's location.**

## **Bus Dismissal:**

Students traveling home on buses will be called to the gym. They will line up according to their buses and be escorted outside and onto the buses by staff members. The Department of Transportation will not permit children to ride on buses to which they are not assigned on a daily basis.

## **Walker Dismissal:**

Walkers will be dismissed in two different locations. Students dismissing to Thompson Lane will be dismissed from the gym. Walkers dismissing to Kings Ridge or Regency Park will be dismissed from the second grade dismissal loop. At 2:23 walkers will be dismissed with bus riders and taken to the gym. Thompson Lane walkers will be dismissed immediately. Kings Ridge and Regency Park walkers will be escorted to the 2<sup>nd</sup> grade dismissal loop at 2:40 to allow for car rider dismissal completion. Parents may meet their child outside the 2<sup>nd</sup> grade door carpool loop, but parents of walkers may not park in the carpool loops, as these will be used for car rider dismissal. Parents are not permitted to greet their children in the front lobby after school. A safe and orderly dismissal of the children is a priority at our school.

## **Points to Remember:**

Our instructional day continues until 2:30 each day, therefore, parents are discouraged from picking up their student prior to the official end of the school day. In the event that you have an occasional early appointment that requires your child to leave school prior to 2:30, the parents will need to do the following: Report to the office, request that their children be pulled from class, show valid identification, and sign their children out in the Early Dismissal log book housed in the school office. Parents are required to notify the school or teacher in written form if their children need to be dismissed before 2:30 p.m. Frequent classroom interruptions interfere with the children's end-of-the-day transition activities.

Parents are asked to assist with dismissal procedures by making certain that children are clear about dismissal plans before they enter school each morning. Last minute changes in plans are often confusing to children. All changes in transportation plans must be put in writing and sent to the

children's teachers. Adjustments in transportation will not be made without written approval from parents. End of the day phone calls to the office to change your children's dismissal plans create many problems for the school. Parents will be asked to fax a signed note or an email, if the change is made at the end of the school day. These calls should be limited to emergencies only.

When numerous calls are made to the office near the end of the school day, it is difficult for the office to honor these requests. Again, to ensure that your children arrive home safely, take time to carefully plan dismissal arrangements and communicate them clearly to your children and to the school.

Arrival and dismissal times at Erma Siegel are busy times. We are asking your help to ensure that all of our students arrive safely at school in the morning and at home in the afternoon. The school parking lots and roads in the surrounding neighborhood were not designed to accommodate a large number of cars. Once again, your assistance and cooperation is greatly appreciated as we work together to ensure the safety of the Erma Siegel Elementary School community.

Please review these arrival and dismissal procedures with your children. The procedures have been designed to ensure the safety of all students at our school. Your patience, courtesy, and willingness to work with the school will assist us in well-organized and safe dismissals. Please contact the school at 615-904-1002 if you have any questions or concerns regarding these procedures.