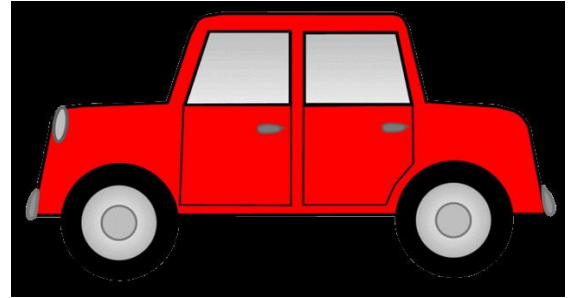


Transportation Procedures

Arrival Procedures

Arrive on Plater Street lining up close to the curb – **NO CARS ARE TO BE PARKED AT THE CURB – EITHER ALONG THE BUILDING OR PARKING LOT.**

Turn into alley, but do not discharge students until you make a **LEFT TURN** into the **DROP-OFF ZONE** which begins at the exit of the parking lot going out to Edmund Street and ends at the Plater Street entrance.



Students will exit the vehicles on the passenger side and will be helped by safety patrol students to proceed safely in file to the small blacktop area and join their class line until the bell rings at 8:00 a.m.

AT NO TIME SHOULD A PARENT EXIT THE CAR IN THE DROP OFF ZONE.

All traffic will exit the parking lot onto Edmund Street. **PLEASE DO NOT PASS OTHER CARS IN THE DROP OFF ZONE AS THIS POSES A DANGER TO STUDENTS.**

If a parent wants to walk his or her child to the line and wait, he/she may make a left turn into the parking lot; park on the side of the lot opposite the Drop-Off Zone (left side); and walk with the child to the small lot. **The parent is responsible for the child's safety until the students enter the school.**

No student should be dropped off prior to 7:50AM as there is no adult supervision until that time. Parents may enroll in Extended Care if they must drop off their child earlier.

Dismissal Procedures

Vehicles are to turn right to enter the parking lot through the alley entrance on Plater Street only. Vehicles will be lined up in rows beginning at the residential side of the lot. (Parents are asked not to arrive prior to 2:50p.m. as physical education classes are conducted on this lot.) The school office will be closed from 2:45-3:15PM daily to ensure safe and timely dismissal for all students.

All families will receive 2 placards to be placed in the right front passenger side of the windshield of the vehicle picking up the student(s) in that family. The names on the placards of the vehicles parked in the first row will be communicated to the office, and those students will be called for dismissal.

Students will proceed directly to their vehicles. The second row will line up in the lobby as soon as the first row begins to exit. Students will be escorted to the next row of waiting vehicles when it is safe to do so.

The rows will be dismissed through the Edmund Street exit. **ALL CARS MUST EXIT WHEN DIRECTED TO DO SO.** If your child is not yet in the car, you must exit the parking lot and reenter it through the Plater Street entrance.

The faculty and Safety Patrol will be directing traffic.

Since no child may be left unattended, students not picked up 15 minutes after dismissal time will be sent to Extended Care and parents will be charged for at least one hour according to the Extended Care fees

Early Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

A student arriving later than 10:15 a.m. or leaving prior to 12:30 p.m. shall be considered ½ day absent. On a scheduled early dismissal day, a student who is in school less than 2 ½ hours shall be considered ½ day absent.

Regular Dismissal

Dismissal begins at 3:10 p.m. The school office will be closed from 2:45PM until 3:15PM for dismissal All students must be picked up on school grounds (see Dismissal procedures). Car riders will be dismissed first, then the walkers. **For the safety of all children, these procedures must be followed.** Children who are still remaining 15 minutes after dismissal will be brought to Extended Care and charged accordingly.

Early Dismissal Days

All full and ½ day Professional days are listed on the calendar.

Scheduled ½ day dismissals occur at 12:10 p.m. Students follow regular dismissal procedures. Parents will be notified as early as possible to any changes in the school calendar.