

# Arbutus Elementary

## Arrival and Dismissal Procedures

Our primary concern is for the safety of the students who attend Arbutus Elementary School. Currently, *masks are optional* in the school building. Thank you for helping us to implement our arrival and dismissal procedures in a way that is safe and efficient.

- Students should be given clear instructions on how they are to go home after school: walk, After Care, carpool, car rider, or bus rider.
- Update the list of people 18 years or older who are authorized to pick up your child/children in writing and signed by the parent/guardian.
- Please notify the school in writing of any changes to the dismissal status of your child/children.
- Please call the office by 3:15 if there is a last-minute dismissal status change.
- Please make arrangements with Before/After Care if you need to drop your child/children off before 9 a.m. or pick your child/children up after 4:15 p.m. Unfortunately, other than Before/After Care, we do not have staff available to supervise the children before 9 a.m. or after 4:15 p.m.
- A Car Line Diagram is available for reference. It will also be printed on one side of the car tags used by afternoon car riders.

### Parking

- Between 8-9:15 a.m. and 3-4:15 p.m. there will be a **No Parking Zone** along Sulphur Spring Road (school side) in front of the school building, including the area in front of the breezeway/library. This will provide parents/guardians of car riders with a lane to wait so traffic on Sulphur Spring Road can continue to move if the school lot becomes full.
- Parking on the school lot from 8:00 a.m. and 4:15 p.m. is reserved for STAFF ONLY. If you need to enter the building (e.g., to drop off medication, etc.), please park on Sulphur Spring Road (avoid the No Parking Zone) or a neighboring street and enter via the Main Entrance.

### Arrival

- Morning arrival will take place between 9:00 and 9:15. (\*10:00-10:15 on 1-hour late days, \*11:00-11:15 on 2-hour late days)
- Walkers and bus riders will enter via the main entrance no earlier than 9:00am.
- Parents/guardians of car riders are requested to arrive as close to 9:00-9:15 as possible, enter the school lot by RIGHT TURN ONLY, and follow the car line around the back of the main building to the drop off zone. A staff member will be posted at the front of the drop off zone to inform drivers when to stop/go.
- Please remain in your car and place your car in park when in the drop off zone.
- Staff will be available between 9:00 and 9:15 to direct children from their cars to the back entrance of the building. Students should exit cars on the passenger side whenever possible. Staff will be available to escort students to their homerooms or to pick up breakfast.

- When it is safe, cars will be directed to leave the drop off area by going left and exiting the lot by RIGHT TURN ONLY. Please do not drive around cars in front of you, unless directed to do so by a staff member, in order to keep everyone safe.

#### Dismissal

- Afternoon dismissal for PK-5 students will take place between 4:00 and 4:15. (\*Or 1:00-1:15 on 3-hour early dismissal days).
- \*New in 2022-Walkers in grades PK-2 and their siblings will dismiss from the library door and must be checked out with the teacher on duty by their authorized pick-up person before leaving.
- Walkers in grades 3-5 with no siblings in PK-2 will dismiss from the Breezeway doors and must check out with the teacher on duty before leaving.
- Parents/guardians of car riders are requested to arrive as close to 4:00-4:15 as possible, enter the school lot by RIGHT TURN ONLY, and follow the car line around the back of the main building to the loading zone. A staff member will be posted at the front of the loading zone to inform drivers when to stop/go.
- Please remain in your car and place your car in park when in the loading zone.
- The school will distribute car tags during Peek at Your Seat and the first week of school. Car tags should be visibly displayed (on dash or attached to a visor showing the last name(s) and grade level(s) of the student(s) you are picking up).
- Beginning at 4:00, staff will escort students to the appropriate cars on the passenger side.
- When it is safe, groups of cars will be directed to leave the loading area by going left and exiting the lot by RIGHT TURN ONLY. Please do not drive around cars in front of you, unless directed to do so by a staff member, in order to keep everyone safe.

Thank you for your cooperation!

- If you have any questions, please feel free to contact the school office: 443-809-1400

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