**Arbutus Elementary**

Arrival and Dismissal Procedures

Our primary concern is for the safety of the students who attend Arbutus Elementary School. 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.
* Please notify the school in writing of any changes to the dismissal status of your child/children.
* Please make arrangements with Before/After Care if you need to drop your child/children off before 9am or pick your child/children up after 4pm. Unfortunately, other than Before/After Care, we do not have staff available to supervise the children before 9am or after 4pm.
* \*\*For Afternoon Car Riders Only: we request that parents/guardians of car riders fill out an Authorized Pick-Up form so we can maintain a database of who is authorized to pick your child/children up.
* 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.
* Car tags will be distributed during Peek at Your Seat, in carline when parents/guardians pick their child/children up the first time this school year, or upon request.

Parking

* Between 8-9am and 3-4pm 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 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 8:00am-4:00pm will be by PERMIT 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 hours late days)
* \*\*Safeties will enter via the main entrance no earlier than 8:40am.
* Walkers and bus riders will enter via the main entrance no earlier than 9am.
* 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 drop off zone to help students exit their vehicles and 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 and safeties will be available to escort students to their homerooms, if needed.
* When it is safe, cars will be directed to leave the drop off area 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 K-5 students will take place between 3:50 and 4:00. (\*Or 12:50-1:00 on 3 hour early dismissal days).
* Walkers will dismiss from the breezeway doors.
* Parents/guardians of car riders are requested to arrive as close to 3:50-4:00 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.
* Mrs. Shumway will distribute car tags at Peek at Your Seat, during the first week of school, or upon request that should be displayed when picking up car riders.
* Beginning at 3:50, 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 and exit 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.
* \*\*Safeties will be dismissed by 4pm. If you are picking up a safety, please do not enter the car line earlier than 3:55. Siblings of safeties or those carpooling with safeties will be supervised until the safeties are off duty. Therefore, you do not have to drive through the car line twice. They will dismiss together.
* \*\*Before/After School Clubs-the club leader will notify the participating families about the location and time of arrival or dismissal.

Before/After School Care

* Before Care hours are from 7:30-9am. After Care hours are from 3:50-5:30pm.
* Parents/guardians dropping off/picking up enrolled Before/After Care students should stop at the side entrance. A staff member will greet you to have you sign your child/children in/out.

Thank you for your cooperation!

If you have any questions, please refer to the Car Line Diagram and feel free to contact one of the following:

* School Office at 410-887-1400
* Sharon Shumway, Reading Specialist ([sshumway@bcps.org](mailto:sshumway@bcps.org))

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