**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 8:45am or pick your child/children up after 3:45. Unfortunately, other than Before/After Care, we do not have staff available to supervise the children before 8:45am or after 3:45pm.
* \*\*For Afternoon Car Riders and After Care Students 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.

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 8:45 and 9:00. (\*9:45-10:00 on 1 hour late days, \*10:45-11 on 2 hours late days)
* \*\*Safeties will enter via the main entrance no earlier than 8:25am.
* Walkers and bus riders will enter via the main entrance no earlier than 8:45am.
* Parents/guardians of car riders are requested to arrive as close to 8:45-9:00 as possible, enter the school lot by RIGHT TURN ONLY, and follow the car line around the back of the main building to the drop off zone.
* Please remain in your car and place your car in park when in the drop off zone.
* Staff will be available between 8:45 and 9:00 to direct children from their cars to the back entrance of the building or to the Learning Cottage. Students should exit cars on the passenger side whenever possible. Safeties will be available to escort students to their homerooms or to pick up breakfast in the cafeteria.
* When it is safe, cars will be directed to leave the drop off area 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 will take place between 3:25 and 3:45. (\*Or 12:25-12:45 on 3 hours early dismissal days).
* Walkers will dismiss from the breezeway doors.
* Parents/guardians of car riders are requested to arrive as close to 3:25-3:45 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.
* Please remain in your car and place your car in park when in the loading zone.
* The school will distribute car tags during the first week of school that 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 3:25, staff will escort students to the appropriate cars on the passenger side.
* When it is safe, cars will be directed to leave the loading area 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.
* \*\*Safeties will be dismissed around 3:40pm. If you are picking up a safety, please do not enter the car line earlier than 3:40. 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 7:30-8:45am. After Care hours are from 3:25-5:30pm.
* Parents/guardians dropping off or 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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