

# SARAH ADAMS ELEMENTARY SCHOOL

## ARRIVAL AND DISMISSAL ROUTINES



***PURPOSE:** To provide students a safe and orderly entry into school on a daily basis to maintain a respectful and responsible environment to learn and grow.*

### Grade Level Door Assignments

Grade	Morning waiting area	Enter/Exit Door #
Kindergarten	Front of the school for walkers, and bus door for bus riders	10
1 <sup>st</sup>	Front of the school	10
2 <sup>nd</sup>	Front of the school	10
3 <sup>rd</sup>	Front of the school	1
4 <sup>th</sup>	Wells and Kuczek—Front of the school Connor and Lingle—Side front of the school	1- Wells and Kuczek 2 – Connor and Lingle
5 <sup>th</sup>	Side front of the school	2
All walkers coming from back of school	Cross parking lot in designated crosswalk (when necessary) and/or line up with bus riders.	See bus rider grade level assignments below

- What is provided for bus-riders?** BUS-RIDERS will line up on the patio near the bus drop-off area adjacent the side parking lot, both AM and PM, and enter/exit at the assigned doors as follows:

  - Kindergarten enters through Door #8
  - 1<sup>st</sup> Grade enters through Door #8
  - Grades 2-5 enter through “bus door”:Door #4
- When are supervisors on duty?**  
SUPERVISORS are on duty at each door as follows:

  - 8:15-8:30 AM
  - 2:50-3:00 PM

Supervisors of bus-riders are on duty until the last bus has arrived in the AM and after the last bus has left in the PM.

  - Students should not arrive to school **before 8:15** when supervision begins.
- When do students enter the building?** Students will enter the building at 8:20. All students will go to their grade level hallways and stand by their lockers. Students will enter the classrooms when the 8:25 bell rings. Outside doors will close at 8:30. Any student arriving after 8:30 should enter the building through the front doors. **Students will be allowed to enter the building at 8:15, when supervision begins, but not before.**
- Where does my child enter school if he/she arrives late?** Students who **ARRIVE LATE** after everyone has entered the building **MUST** come in the front door—door #1. If a student arrives after the 8:35 tardy bell, he/she must go to the office to receive a tardy slip before proceeding to the classroom.
- Where does my child go in inclement weather?** The arrival and dismissal routine do not change with inclement weather. All students will still enter at their designated doors. Doors will open at 8:15. **Please develop a family inclement weather plan so that your child knows where to meet you in the event of inclement weather during dismissal!**
- What if I want my oldest child to pick-up their younger sibling/s?** For the safety and security of smaller children, siblings may pick-up younger ones at the blue bench in front of the school office.
- What can Parents do to help?**

  - Parents are welcome to walk their children to their grade level door at arrival and can wait at the door for dismissal.
  - Help your child understand the routine and follow their teacher’s lead and instructions.
  - Specify a meeting place to routinely meet your child on a daily basis.
  - Develop an inclement weather family plan so that your child knows what to do on such days.
  - Please leave all pets at home when bringing and picking up your child.
  - Follow all school rules by not riding bikes on school property.
  - Monitor the behavior of younger children to make sure they are following school rules.
  - The side parking lot is reserved for school and daycare buses for drop-off and pick-up. Do **NOT** drop kids off in the side parking lot. This is not safe and does not instill in our students the necessity to follow school routines.
  - Send a note to your child’s teacher telling her of your plan if your child will be a walker out the “bus door”.**

## Drop-Off and Pick-Up

### Meet Me at the Circle

Coming and going traffic is quite congested at Sarah Adams during morning drop-off and afternoon pick-up. We want **EVERYONE TO BE SAFE!** In order to meet this essential safety goal, we must all work together.

Please note the following:

1. The **circle drive** has both designated parking spots and a yellow curb. The **yellow curb** is for **ACTIVE DROP-OFF AND PICK-UP ONLY**. The yellow curb is a **NO PARKING ZONE**, which means that drivers must stay with their vehicles at all times, preferably in the driver's seat.
2. The **cross-hatch zone** is the safety area for **ACTIVE DROP-OFF AND PICK-UP ONLY**.
3. For safety reasons, we urge everyone to have children get out of vehicles on the curb side.
4. In order to provide adequate space for 2 exit lanes at the **STOP** sign, a **RIGHT TURN** and a **LEFT TURN** lane, the **striped zone** beyond the cross-hatch is a **NO STOPPING OR STANDING ZONE**.
5. Be patient and be safety conscious...for all our children.



### The Back Parking Lot and Drive is for Buses and Vans

(The side parking lot and bus lane)

The back parking lot and drive is designed for use by school buses and daycare vans. Additionally, the majority of our staff park in the back lot. Parents may park in designated parking spots nearest Old Mill Grove Rd. at morning drop-off and afternoon pick-up. Then, when exiting, please remember that the **BACK DRIVE IS RESERVED FOR BUSES AND DAYCARE VANS ONLY**, and parents are not to use the drive at morning drop-off and afternoon pick-up; simply back out of your parking spot and exit at the **STOP** sign. Kindly choose a parking spot nearest Old Mill Grove Rd. in order to simplify your exit.

