



ARRIVAL/DISMISSAL PROCEDURES

- Doors open at 7:20. During morning drop-off, there should only be **one** lane of traffic. This lane should be closest to the curb. Students should exit the car from the curb side and NOT from the driver's side. **The outside lane is for drive through traffic only.** Faculty and staff must be able to pull through and park. Cars should never pull out of the car line. This endangers everyone.
- Please have your child ready to get out of the car **as soon as you reach the sidewalk and traffic comes to a stop.** If students will unload on the sidewalk instead of waiting to drop off at the front of the line, the traffic will flow much more efficiently.
- The first bell rings at **7:40 a.m.** Students are tardy after **7:50 a.m.** It is extremely important for your child to be at school at all times. Please, keep all absences, tardies, and early checkouts to a minimum to avoid any interruption in your child's learning. Please schedule your child's doctor/dental appointments for after school. IF this isn't possible and your child must be checked out, send an excuse from the doctor/dentist the next morning.
- Dismissal will begin at 2:50 p.m. each afternoon. The exception is **Kindergarten students being dismissed at 2:20. The inner lane closest to the curb will be for Kindergarten pick-up only from 2:20-2:50. Kindergarten students with older siblings at Mitchell will dismiss at 2:50 with the sibling.**

K-2 will be dismissed from the Main Building.

3-5 will be dismissed from the Annex.

Any students in grades 3-5 with younger siblings will be dismissed from the Main Building with their younger sibling.

- For identification, it would be helpful if every car had a card displayed in the front window with their **child's name and his/her teacher's name** written on it.

Thank you for helping us to keep your child safe and the traffic moving at a steady pace by following these guidelines.

- **Check outs will continue to take place through a camera system installed at our front door. The person checking out a student will be asked to hold their picture identification up to the camera. After we secure proper identification, the child will be called to the front office and supervised as they exit the building. Please avoid checkouts during dismissal time (2:20-3:00) unless it is an absolute emergency.**
- If there is a change in plans for your child to be picked up from school, please send a note or directly message your child's teacher. Please refrain from calling the office with a change of plans. With over 300 students enrolled, the telephone must be kept open for **emergencies.**