

# Arrival and Dismissal Procedures 2025-2026

**Please carefully review our procedures for a safe and organized start:**

\*Our parking lot is small and our placement on VanDyke is very congested. We encourage you to use bus transportation if you are eligible. Our teachers are there to greet students, however, **it takes parents using patience, kindness and grace to make drop-off a safe and efficient system.**

## **Morning Arrival - 8:50-9:03 (Tardy bell rings at 9:03)**

Beginning at 8:50am, students being dropped off may enter through the main entry and go directly to their classrooms. Staff will be available to assist. **NO STUDENT MAY EXIT A VEHICLE PRIOR TO 8:50 am.**

- **Parents may ONLY use** the main parking lot in front of the school; including the spaces through the gated area near the gym. No parent drop-offs are allowed in the bus loop area of our North Lot.
- **Due to limited parking, please consider using the drop off/pick up lane.** When using the drop-off lane, parents should **pull up as far as possible** to the front of the lane, let their students out quickly, then move along so that the next cars can drop-off. **There is NO parking in the drop-off lane and drivers should NOT exit the vehicle for any reason!**
- If you choose to walk your child to the front entry door, you must park in a parking space. Use caution and watch for vehicles. Abide by all regular parking rules, including leaving disability accessible spaces for drivers with the proper designation. Do not block driveways or crosswalks.
- **Parents MAY NOT accompany students into the building.** Please see the office staff if you need access.
- Pack your patience and caution! These procedures are for the safety of all students.

## **Afternoon Dismissal - 12:12pm on ½ days, 3:58pm on full days**

- Bussers will be dismissed from their classrooms first, beginning with kindergarten students who will be escorted by staff and safeties.
- **Pick-Up for Grades K-3:** Parents **MUST PARK IN A PARKING SPACE** and walk to the grassy area near the play pad and gates. Teachers will bring students out to a designated classroom area on the play pad to release children to parents.
- **Pick-Up for Grades 4-5:** Parents may use the pick-up/drop off lane, however you **MUST REMAIN** in your vehicle. **Please pull up all the way to allow others to fill in behind you.**
- **Families with both K-3 and 4-5 students** will park and pick up all of their children from the play pad area near the gates.