

# ***Arrival and Dismissal Information***

## ***Central Elementary***

### ***2022 - 2023***

*Families: Please read this in its entirety. This procedure goes into effect on **THE FIRST DAY OF SCHOOL**. This plan was developed in conjunction with the Plainfield Police Department and the Village Traffic Coordinator. Although it may seem a bit "unusual", it works very well! PLEASE make yourself familiar with the procedure and keep this info in a safe place for future reference. Occasionally, you may need to pick your child up rather than having him/her take the bus and you will need to know the procedure. This information is also available on our school's website.*

## **Morning Drop Off/Arrival Procedures**

Students can enter the building beginning at 8:50 AM. Students are NOT to arrive at school prior to this time, since there is not adult supervision until 8:50. There will be staff assigned to bus/car duty all year. In addition, adults can not walk the students to their classes. Only students and staff are allowed into the academic wings, for security reasons.

### **Car Riders and Walkers:**

All walkers and car riders must enter Door A (flagpole door). Walking students will not be allowed to enter any other door.

When drivers enter the school entrance off Getson, the traffic flow pattern is to turn right to enter the drop off/parking area in front of the school. An area is set up directly in front of the main doors for student drop off. Cars are to pull up right next to the curb in a single file line. All cars will be asked to enter the lane and **pull all the way forward** before allowing students to leave the vehicles on the CURBSIDE ONLY. Parents MUST remain in the cars at all times. If a student needs help with a car door, staff are present to help. Once the cars in the line are emptied, they will pull forward and exit the area and a new line of cars will enter the lane. **No**

**vehicles will be permitted to leave the lane by passing the cars in front of them.** If you must help your child into the building, you must find a parking spot in one of the side parking spaces. However, adults will not be permitted to walk the child all the way to their class.

### **Bus Riders:**

Buses will pull up to the back of the building and the students will unload and enter both back doors. Staff will be on hand to direct students as needed.

## **Dismissal/Pick-up Procedure for Students**

Students will be dismissed at 3:40PM. Car riders and walkers are dismissed first, then bus riders.

### **Car Riders and Walkers:**

Students dismiss out Door A and Door B (front of the school).

**Walkers:** Only students who are not provided bus transportation will be permitted to walk home with adult supervision. For children assigned to buses, **NO STUDENTS WILL BE PERMITTED TO WALK OFF SCHOOL PROPERTY WITHOUT ADULT SUPERVISION.** Students will **NOT** be able to walk home with middle school siblings or high school siblings, unless we have written permission from the parent. Students will **ONLY** be permitted to walk off property with an escort for safety purposes.

**Car Riders:** When drivers enter the school entrance off Getson to pick up students, the traffic flow pattern is to turn right to enter the pick up/parking area in front of the school. Staff will be present to direct traffic. All cars are to pull **ALL THE WAY** forward along the curb and are to create one long line of cars. Once that "lane" is full, a second lane will be formed right beside that first lane. **If you are in the second lane, please leave enough space for cars to enter the third lane.** Once that second lane is full, an additional lane will be created. The third line ends before the curve. Once all cars are in those three lanes, and are **NOT** moving, and the bell rings, all walkers and car riders will be dismissed out the front doors.

We ask that all drivers turn their **cars OFF once the children begin exiting the building.** The students will walk to their cars and get in. Once all students are in all the vehicles, staff members will walk down the lanes looking for the "thumbs up" from each driver, indicating all the kids are in the car. Once all rows are loaded, lanes will be dismissed one at a time. **No cars will be permitted to pull away until ALL the children are safely in their cars AND no cars will be permitted to pass other drivers unless directed by staff to do so.** (If a child is not outside, that parent/guardian will be instructed to circle around to wait for their student.) **\*\*Please note:** any car that arrives after the students are exiting from the building will be asked to remain in the side parking lot area until all lanes of traffic exit with their students. At that time, late arriving cars will be permitted to pull up to the front sidewalk area.

**EXAMPLE Picture of what the PM Car Rider Line Looks Like:**



**\*\*A parent who chooses to park and get out of their cars to meet their children will NOT be permitted to leave the front sidewalk until all lanes pull away. This is to alleviate traffic congestion for our exiting lanes and to keep all driveways free of pedestrian traffic during exit time. Again, staff members will be outside directing traffic.**

Parents who arrive early to pick up students and park in the front visitor lot MUST be aware that the lot will be closed from approximately 3:15 until all cars in the moving lines have exited the lot (approximately 3:45). If you choose to park there, you WILL NOT be permitted to leave until approximately 3:45 PM. **If you must pick up your child for an after school appointment, please plan accordingly.** You may be blocked in the lot for a short period of time. Therefore, you may need to park in the side lot. We realize this plan may seem somewhat inconvenient for drivers, but it is designed with student and family safety as the top priority. This type of procedure has been utilized at several district elementary schools with great success.

**\*\*Please anticipate the first week of school to have a longer than normal dismissal. We promise the dismissal procedure becomes "a well-oiled machine" and students will be able to load their car, lanes checked, and cars dismissing within 5-7 minutes.**

## **Bus Riders:**

All bus riders will exit with their teachers through the back doors. All buses will be parked in the back lot and will be loaded at the same time. Students will be walked out by their teachers. We hope to have the buses loaded in approximately 10-15 minutes, which means they will be on the road by 3:50-3:55 PM. **However, please allow additional time during the first few days.** It is not unusual for the bus loading and dismissal to take up to 25 minutes at the beginning of the year. We take our dismissal procedures very seriously and make every effort to ensure the students are placed on the correct busses. No buses can leave until we are sure we have students loaded correctly. Within a week or so, we have our dismissal down to a well-oiled machine! Thanks in advance for understanding! Parents are encouraged to use the district's "bus tracker app" on their phones for real time GPS location of their student's assigned bus.

.....

We appreciate your cooperation with these procedures. This plan was designed to ensure student safety at all times. **We do realize that some procedures and policies may seem "inconvenient" to parents, but student safety is our main concern.** If you have any questions, please contact the Central School office at (815) 436-9278.