

## **Morning Arrival Procedure**

### **Car and Bus Riders**

- All car riders will be dropped off in front of the school in the drop-off lane. Cars must enter using the north driveway and continue around to the front of the school.
- Cars will fill the six designated drop-off spaces. No child will exit a car until the car comes to a complete stop in one of the designated spaces.
- Children will NOT be dropped off elsewhere in the parking lot or allowed to exit their cars in driveway lanes other than the drop-off lane. This is very dangerous and the safety of these children cannot be maintained by the teachers on duty.
- Upon exiting from either a car or a bus, students are to report directly to his/her classroom.
- If parents prefer to walk their children to the front door, they must park their cars and cross with their children at one of the two designated crosswalks. After the first week of school, parents are asked not to walk their children to their classroom.
- Patience and courtesy are requested at all times in the morning.

## **Afternoon Dismissal Procedure**

### **Car and Bus Riders**

- All car riders will be dismissed from Enke Hall starting at 2:55pm.
- Parents will enter Enke Hall through the north door near the play area.
- The door will be opened at 2:55pm after the students have arrived in Enke Hall.
- Teachers will line up their students who are car riders in straight lines facing the north door. Teachers will dismiss students to their parents or appointed guardians. If anyone other than the parent/guardian will be picking up a student, a note must be supplied by the parent/guardian. Parents and students are asked to exit quickly in order that latchkey students and staff may enter Enke Hall to begin the afternoon session.
- Students who ride a bus will be dismissed out the front doors of the school.