

## **Cradlerock Elementary Arrival and Dismissal Procedures**

We appreciate your patience and cooperation as we work together to follow these procedures to keep our students safe.

### **ARRIVAL**

- Students are not allowed in the building until the 8:03 am bell rings.
- Please do not drop your child off early or have them walk to school too early. Staff will not be on duty until 7:55am each morning. There will be no adult supervision outside until this time.
- Parents who wish to walk their children to class will be asked to enter through the main entrance and check-in with the front office. Visitors will need to leave picture ID. We ask that you walk your child to the classroom door and exit the building. This helps teachers move forward with their morning routines. If you wish to speak with your child's teacher, please set up an appointment.

### **Car Drop Off**

- Car drop off takes place in the main parking lot. Do not drop your child off on Cradlerock Way. This is very dangerous and illegal. Additionally, please do not park illegally. Police officers will give tickets.
- Please stay to the right of the parking lot in a single lane. Do not let your child out until you reach the sidewalk.
- Please remain in your vehicle and have your child sit on the passenger side so he/she does not exit into the parking lot.
- Make sure your child has all of his/her belongings readily accessible in the back seat. Do not have items in the trunk.
- Practice with your child how to independently get in and out of the car with his/her belongings.
- Students will be directed to the blacktop to line up with their class.
- Be patient and respectful of other parents and staff.
- Be SAFE and use CAUTION!
- Traffic will be heavy. Expect delays. Allow sufficient time in the morning to arrive at school on time.

### **Walkers**

- Prior to 8:03am, walkers will be directed to the blacktop to line up with their class. After the bell rings, students may enter through the main entrance.
- On inclement weather days, staff will bring students into the building at 7:55am to wait for the bell.

### **Bus Riders**

- Prior to 8:03am, bus riders will be directed to the blacktop to line up with their class. After the bell rings, students may enter through the main entrance.

## **DISMISSAL**

### **Bus Riders/Child Care Buses**

- Bus Riders will be dismissed to the bus loop to line up and be escorted to their bus.
- Only yellow buses will be allowed in the bus loop. We cannot accommodate the many home childcare providers in such a small space. Home childcare will be considered car pick-up.

### **Walkers**

- Walkers will be dismissed out to the elementary blacktop for grades 1-5 and the courtyard blacktop for students in kindergarten.
- This includes parents who choose to park their car and/or walk to pick up their child. We encourage you to park at the Owen Brown neighborhood center or library. Walking to pick up your child is also encouraged. This will help reduce traffic on our campus.
- Middle school or high school students picking up a younger sibling are NOT to go down to the classroom areas. They should walk around to the elementary blacktop to meet their younger brother or sister.

### **Car Pick-up**

- Students being picked up by car will be escorted to the car loop waiting area.
- The parking lot will be divided into two lanes. Please use the right lane to pick up your child and the left lane to exit once you have received your child.
- Please do not get out of your car. Students who are car riders will walk to the car when it arrives at the waiting area.
- Please do not park in the left or right lane.
- Be patient and respectful of other parents and staff.
- Be SAFE and use CAUTION!

### **Columbia Association Aftercare**

- Students will report directly to the cafeteria for Columbia Association.