



### Arrival and Dismissal Procedures:

Since the safety of every student is of top priority, we ask that parents work with us to ensure the drop off and pick up of students runs with care and kindness for all.

#### Designated Areas:

★ Parent/Walker waiting area(s):

We ask that walking parents wait in the designated areas. This will keep the doorways clear allowing teachers to move students to the designated student dismissal area.

■ Class (student & teacher) dismiss area(s):

Classes will exit the building; staying together they will all go to their designated area. Once the class is in their designated area, teachers will begin dismissing to either the carpool or the parent waiting area. **NO** student will be dismissed as the class is in the transition phase (between building and designated dismissal area). This is to ensure all students are accounted for and safely dismissed to their parent.

#### Safety Reminders:

- ◆ Students should keep the door of the vehicle closed until it comes to a complete stop next to the curb and then exit and enter the car from the curbside only.
- ◆ Each car must display the 'car tag' from the rearview mirror (let your child's teacher know if you need another tag).
- ◆ Vehicles are not allowed to stop for student drop off or pick up in the outside lane of traffic in the parking lot. Students should only exit and enter the vehicle next to the curb.
- ◆ Students should not walk across the lot through traffic. If a parent parks in the lot, he/she must walk the children across at the crosswalk.
- ◆ **NO** cell phone use in school zone and/or in carpool lane

#### Front Drive:

\*7:30-8:30AM and 2:30-3:30PM  
- this drive and parking lot is for Daycare vans and School buses Only – If parent needs to park to enter the building during these times, they must use the side lot  
\*8:30AM – 2:30PM - parents may use this drive and parking lot

**We thank you for  
teaming with us in  
these procedures;  
working together we  
can keep all our  
children safe.**

**Your Evans Staff**

## **Family Dismiss Plan**

Each family needs to communicate with their child's teacher (children's teachers) their dismissal plan for regular days and for rainy days. To avoid confusion and increase safety, a family dismissal plan should be consistent and communicated clearly.

Only in emergency situations can plans be altered. Parents needing to make last minute dismissal changes for their students should notify the school office no later than 2:00 p.m. This will allow school personnel adequate time to get information relayed to classroom teachers and students. Again, this is for emergency situations only. Getting messages to change is a disruption to the instructional environment and may cause student confusion.

## **Rainy Day Dismissal Procedures**

In the event of rain, the decision will be made by 2:30 p.m. if the school will follow regular dismissal or special rainy day dismissal procedures. If the weather requires it, we will follow these procedures:

- Purple Side Carpool: Students will wait in the hall just inside door #13. Teachers on the outside will call for students when their ride has pulled up. Teachers in the hall with students must keep students quiet, listen for names to be called on the radio, and send them out when name is called. Only two teachers remain in for student monitoring and all others load students with umbrellas.
- Purple Side Parent Walkers: Students will wait in the hall just inside door #13. One teacher will call names from the door. Teacher will need to direct parents to move to one side in a single line (our right, their left), as NOT to block the door for teachers and students moving to the carpool line.
- Bus/Day Care: Students and Staff will follow the same procedure as any other day.
- Silver Side Carpool: Students will wait along the hallway just inside door #6. Teachers on the outside will call for students when their ride has pulled up. Teachers inside with students must keep students quiet, listen for names to be called on the radio, and send them out when name is called. Only two teachers remain in for student monitoring and all others load students with umbrellas.
- Silver Side Parent Walker: Students will wait in the hall just inside door #6. One teacher will call names from the door. Teacher will need to direct parents to move to one side in a single line (our right, their left), as NOT to block the door for teachers and students moving to the carpool line.
- Purple and Silver walkers, bike/scooter riders without parent: Teachers are to contact these families at the beginning of the school year and know what the parent wants the student to do on bad weather days (carpool, walk anyway, etc.). This needs to be arranged ahead of time and noted on the "how do I go home" chart to ensure safety (last minute changes and/or communication may not be received in enough time and/or too many changes may cause miscommunication).

In the event of severe weather during dismissal, the administration may make the decision to not release students until the danger has passed.

Please know that rainy day dismissal will move slowly due to the number of vehicles entering and exiting the parking lot. Your patience and support in following our procedures will be greatly appreciated.