

Arrival and Dismissal Procedures for the 2009-2010 School Year

Arrival/Dismissal Procedures

It is of great importance that Longwood School be a safe place for your student. Please familiarize yourself with the following drop off/pick up procedures. Plan ahead- it will take up to 20 minutes for parents to pick up their child. Your cooperation with these procedures allows us to ensure safe arrival and departure for all students. Safety issues have arisen during arrival and dismissal. Therefore, significant changes to the arrival/ dismissal procedures have been implemented. Every effort is made to supervise and protect your student during these times, however, you may help by following the drop-off and pick-up procedures listed in the handbook. As you know, the safety of children is our main concern.

Parents are asked to fill out an Arrival & Dismissal Form stating travel arrangements for their child both to and from school. Your child will be classified as a walker, bus rider, daycare van, or parent pick-up. Once we have established your designated travel, you must notify your child's teacher in writing each time a change is made from the routine. If we do not hear from a parent, we will not accept a child's word for a change in routine. Children often get the facts or days mixed up. Thank you for your cooperation in this matter. Our rules are for the safety of your children.

Student Arrival Procedures

The official morning arrival procedure will begin on the second day of school. Please adhere to the following guidelines each morning.

Students will enter the building immediately upon arrival and proceed to their classrooms. **Students are not permitted to play on school grounds.** Students may enter the main office doors or the playground doors.

Students should arrive by 9:10 a.m. on Wednesdays and by 9:00 a.m. on other school days. The student day officially begins at 9:15 a.m. on Wednesdays and 9:05 a.m. on other school days. Students may enter the building beginning at 8:50 a.m. when the first bell rings. **Students are not to arrive before 9:00 a.m. on Wednesdays and 8:50 on other school days. Please note there is no supervision prior to those times.** (Special early morning intramural programs, band, orchestra, chorus, and day care will continue as usual.)

Buses will unload at the middle circle drive and students will be escorted across the crosswalk into the building. Buses are to **turn right only** when exiting the driveway.

Parents and daycare vans may drop students off in the long circle drive. Cars and vans are to **turn right only** when exiting the driveway.

Cars and Daycare Vans

Students who arrive and depart from school in cars will be dropped off and picked up in the long part of the circle drive. Cars will enter the drive at the east drive and line the long circle drive as they approach the drop off or pick up point at the west curve of the drive (near the playground). *Children are to get in and out of the vehicles on the passenger side in the designated areas only.* We ask that drivers do not leave their vehicles unattended. In addition, please pay special attention to the NO PARKING zones during drop off and pick up times. Please be aware of the huge safety issue that arises when children are crossing the drive or trying to load and unload at the street. Do not put your child in that situation. During arrival and dismissal, parents will not be allowed to park on the street and walk to the playground to pick up students. After you have dropped off/picked up your student, please proceed slowly and with caution. Cars and vans are to **turn right only** when exiting the driveway. The speed limit around the school is **20 mph** and it is **25 mph** for the rest of the subdivision.

Walkers

After school, walkers will be dismissed through the playground doors. Only parents who have walked to school may pick up students on the playground. Everyone walking to and from school must cross at marked crosswalks with the crossing guard. **Parents will not be allowed to park on the street, pick up students and walk to cars.** This has been a safety hazard in the past and will not be allowed. Please see the Parent Pick-Up and Drop-Off and Arrival/Dismissal Maps included on the back.

Bicycles/ skateboards/ skates

Students have the opportunity to ride bicycles, skateboards or skates to school. Once students are on school property the following rules must be followed:

- Bikes are to be walked and locked in the bike racks during the school day.
- Skateboards (and all other boards) are to be carried on school grounds.
- Students must obey all traffic rules when traveling to and from school.
- Students are expected to wear properly fitted bike helmets.

Thank You!