

## Arrival Procedure for Car Riders

*Please be patient. It takes time for students to learn the routines and procedures, but the process will get faster as we get further into the school year. It is our goal to keep this process running smooth and quick, but we MUST prioritize safety.*

Please make sure to follow these procedures to ensure all of our Dolphins and staff stay safe:

- Students will be welcomed into the building at 9:05 a.m.
- Cars should enter via S Castello Street. Stay to the right, and join the line of cars (not blocking driveways or intersections). The line starts on Castello at the stop sign before the school entrance. Do NOT enter the circle/entrance until directed by a staff member at the stop sign.
- Pull your vehicle all the way up, do not stop right in front of the doors.
- Follow directions from the staff members on duty.
- Staff will greet students and receive them from cars as they pull up in the circle drive. Please be sure your student is ready to exit the vehicle when you stop.
- As you leave the line, be cautious of other cars, daycare vans, and buses.
- If you walk your child to the door, please use the crosswalk and only cross when instructed by a staff member.
- If you are parking for any reason, please use a designated parking spot.
- NO parking in the circle drive.

*Students should not be released from cars or daycare vans before 9:05 a.m. There is no supervision before 9:05 a.m.*





## Dismissal Procedure for Car Riders & Walkers

*Please be patient. It takes time for students to learn the routines and procedures, but the process will get faster as we get further into the school year. It is our goal to keep this process running smooth and quick, but we **MUST** prioritize safety.*

Please make sure to follow these procedures to ensure all of our Dolphins and staff stay safe:

- Any changes made to the way your student normally dismissed must be made via a phone call to the front office before 3:30 p.m.
- The car rider pick-up process will begin at approximately 4:05 p.m.
- Cars should enter via S Castello Street. Stay to the right, and join the line of cars (not blocking driveways or intersections). The line starts on Castello at the stop sign before the school entrance. Do NOT enter the circle/entrance until directed by a staff member at the stop sign.
- All cars must have the school issued number tag hanging in their rearview mirror. If someone else is picking your student up, please give them your tag and tell them the routine.
- Pull your vehicle all the way up, do not stop right in front of the doors/students.
- Students will remain at the front of the school with supervising staff until all cars are stopped. Families should remind their student/students to stay attentive while waiting for their ride, as it can be difficult to hear names being called during dismissal. This could prolong the process.
- Students should enter the vehicle when called to load by staff. Families must remain in their car and may NOT park and walk to the door to get their student. If you need to buckle your child please pull into a parking spot to do so.
- For the safety of all children, DO NOT pull around cars or attempt to exit unless signaled by staff.
- If you park and walk up to the building, your child should be designated as a WALKER. You will walk over to Door 11 to pick them up starting at 4:10 p.m.

*Car Rider students will not be dismissed from the building until 4:05 p.m. Walkers will not be dismissed from the building until 4:10 p.m.*

