

## **ARRIVAL AND DISMISSAL – PLEASE READ**

School hours on Mondays, Tuesdays, Thursdays, and Fridays are **8:30 AM TO 3:15 PM**.

School hours on **Wednesdays are 8:30 AM TO 2:15 PM** to accommodate weekly faculty meeting.

**Before school**, students will enter from the drop-off line in the parking lot and go to their class lines. If dropped off in front of the school or walking or biking to school, students will be allowed to go through the front door and breezeway to join their class lines on the playground. The front door is not accessible to students before 8:00am. In general, students should not arrive prior to 8:15am unless they are meeting with a teacher. No big toy, basketball, games, etc., are to be played as students are waiting. Students are to remain outside on the playground until teachers come out to collect them at 8:25am except on rainy days when students assemble in the breezeway.

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. A child who arrives at school after 8:30am is considered tardy. **Any student who arrives after the class lines have gone in must report to the front office for a tardy slip before going to the classroom. In this circumstance, parents are advised to park on Dravus St as the student must enter through the front door of the school since all entries to the school are secured. Similarly, any time parents come to the school during the day, they must enter through the front door, sign in at the office, and receive a visitor badge. Parents and visitors are to sign out upon leaving the school.**

**After school**, students being picked up in the car line will all go to the parking lot and wait in their class lines. Walkers will exit the front of the school. Siblings may arrange a meeting place in front of the school so that they may walk together. Students crossing Dravus St at any time **must** cross at either 32nd or 34th in the crosswalks. **If parents/caregivers are late picking up their children from school, teachers will escort these students to the school office and parents are contacted. Students must remain in the office until picked up.**

For cars, there is no double parking on Dravus, nor should drivers enter or exit via the east alley on Dravus St either during drop-off or pick-up. The only exception for entering the alley on Dravus St is if the driver has a school-designated parking space on the east side of the building.

**Bikers** will park their bikes in the bike rack and walk to the front of the school to enter at the front door. For safety, the alley otherwise must be off-limits for students during drop-off and pick-up times.

*It is the responsibility of parents to notify teachers and the school office **in advance** via email about pick up and drop off arrangements that differ from the typical procedure of parents picking up their children in car line i.e., students leaving with other students, nannies or au pairs picking up children, etc. The school office phone is not to be utilized by students to arrange playdates.*

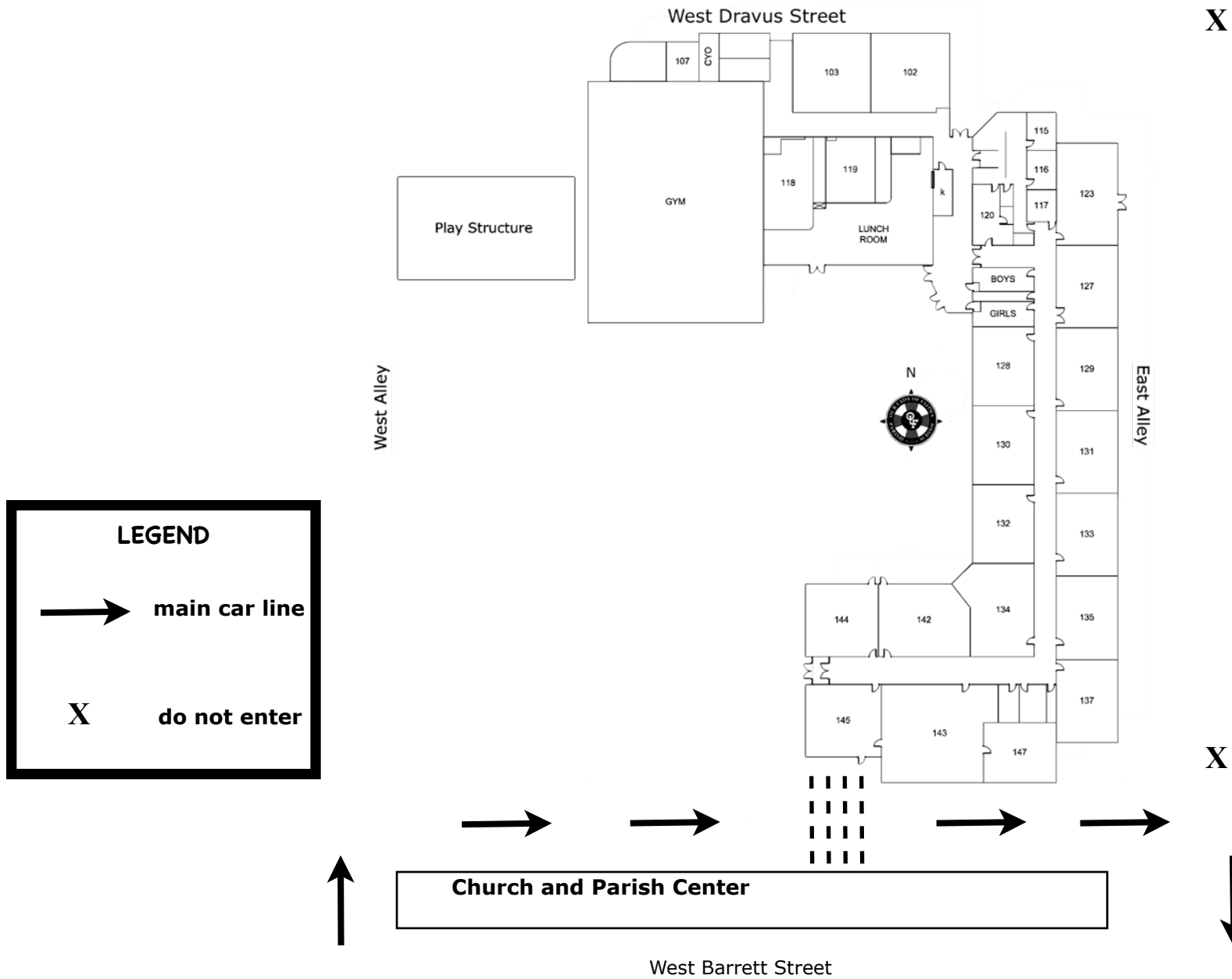
## **Siblings**

For safety reasons, younger children waiting for after-school pick up are not allowed on the play structure.

# Before School Drop Off - Rain or Shine

| Driving   | Parking  | Walking   | Bicycling  | Please <u>DO NOT</u>   |
|---|--|---|--|--|
| 1. From W. Barrett St. enter the West Alley (northbound only).  | 1. Park as close to the Church building as possible. | 1. Cross streets only at corners.   | 1. Ride safely: use helmets and cross streets only at corners. | 1. Arrive before 8:15 a.m.   |
| 2. Pull forward as shown in diagram, next page. Children may exit from cars that are stopped between the alley and the crosswalk. | 2. Accompany your child to the crosswalk.            | 2. Use 34th Ave. W. or 32nd Ave. W. to reach W. Barrett St.                                 | 2. Park and lock bikes in the bike rack in the East Alley.     | 2. Play on the play structure before school.                                       |
| 3. If exiting from the right passenger side, children must cross in front of your car to the playground.                          | 3. Yield to cars in the crosswalk.                   | 3. Use sidewalks around the Church to approach the crosswalk.                               | 3. Do not ride bikes on the playground or on school grounds.   | 3. Bring skateboards, roller blades, or scooters.                                  |
| 4. Cars exit via the East Alley, southbound only, to W. Barrett St.   |  | 4. Use the crosswalk only when cars have stopped. Watch for signals from the adult on duty. |  | 4. Enter the East Alley from W. Dravus St. or exit the East Alley to W. Dravus St. |
|   |  |   |  | 5. Double-park on W. Dravus St.  |

# Before School Drop Off -- Rain or Shine



# After School Pick Up

| Driving  |   | Parking  | Walking   | Please <b><u>DO NOT</u></b>   |
|--|---|--|---|---|
| 1. From W. Barrett St. enter the West Alley (northbound only).   | 5. When the second line fills to the light post, begin forming a third line parallel to the second. | 1. Park as close to the Church building as possible.                           | 1. Students leave from the school entrance on W. Dravus St. only.   | 1. Play on the play structure while waiting to pick-up or after school.   |
| 2. From a line around the schoolyard, clockwise. The first car pulls forward to the crosswalk. If you arrive early, wait until all children are safely in from recess before moving to the crosswalk (see #1). | 6. Do not block the West Alley. Do not block the passageway between the Church and the parking lot. | 2. Wait in your car for the car line to end (about 10 mins.).                  | 2. Students should not walk through the schoolyard and parking lot. | 2. Remain on school grounds after dismissal.<br><br>Adult supervision is required for students staying after school or on the playground after pick-up. Playground supervision is not provided by the school after hours. |
| 3. When the line is so full that one more car would block access to the parking lot, start a second line at #2.  | 7. Exit the Easy Alley southbound to W. Barrett St.   | 3. Use the crosswalk; yield to any cars.                                       | 3. Cross streets only at corners.                                   | 3. Block traffic on W. Barrett or on W. Dravus. Please do not double-park.  |
| 4. Pull forward toward the play structure, leaving just enough room to allow cars in the first lane to turn easily.  |   | 4. If picking up from the school entrance, do not double-park on W. Dravus St. |   | 4. Enter the East Alley from W. Dravus St. or exit the East Alley to W. Dravus St.  |

# After School Pick Up

