

## Cowlshaw School Arrival/Dismissal Procedures

Please familiarize yourself with the following drop off/pick up procedures. Your cooperation with these procedures allows us to ensure safe arrival and departure for all students.

### Student Drop Off/Pick Up Procedures

As you know, the safety of your children is our main concern. **Parents must complete a Dismissal form stating travel arrangements for their child from school to home.** Your child will be classified as a walker, bus rider, daycare van rider, or car rider. 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 an emergency arises, you can contact the office by **3:00 PM**. 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. Our rules are for the safety of your child.

### Buses/Daycare Riders

Buses and daycare vans will drop off and pickup students in the front circle drive area in the front of the building. There is no parking permitted in the circle drive area while buses or vans are present or during times posted. Day Care van students will gather in the gym and exit from door #4 at dismissal.

### Cars

Students who arrive and depart from school in cars should be dropped off and picked up at the west end (**door #13**) of the building. Cars will enter the parking lot near the playground and line up around the perimeter as they approach the drop off or pick up point. When cars are within the painted lines on curbs children are to get in and out of the vehicles on the passenger side. We ask that drivers follow all the directions given to them by staff and not leave their vehicles unattended. Students are not to exit vehicles in the parking lot and cross the drop-off lane for safety reasons. Students will **NOT** be allowed to cross the drive to go to vehicles in the parking lot. Do not pick up children anywhere but the west end of the building.

### Walkers

Walkers should enter the appropriate door depending on the direction they are traveling to and from school. We ask that all students use the same door at all times. **Students should not arrive at school prior to 8:50 a.m. on Mondays, Tuesdays, Thursdays and Fridays and no earlier than 9:00 a.m. on Wednesdays.**

All Kindergarten students that walk will **exit** from the west end of the building (**door #10**).

Dismissal pick up time is at 3:35 p.m. everyday. ***No transportation changes will be made without a written or verbal request from the parent.***

Please see the Parent Pick-Up/Drop-Off and Arrival/Dismissal Map on the next page for details.

### Bicycles

Students have the opportunity to ride bicycles 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.
- Students must obey all traffic rules when traveling to and from school.
- Students are expected to wear properly fitted bike helmets.