

# Ketterlinus Elementary School

## Arrival & Dismissal PROCEDURES for 2018/19



Thank you for your continuous support in our parent drop off and pickup procedures. We are located in a unique location and we value our relationships with our community businesses. Please continue to show good character, as it represents our school in which many of these businesses support. The first week of school always takes some adjustments. Please be patient. This system does work for the safety our students, staff and community. The best advice given is NOT to arrive early. Parents that plan on arriving at 3pm find that the car line flows very well. We are typically done by 3:15pm.

**\*Please see map on the back of traffic flow for car riders.**

**\*All vehicles picking up students must have the HANG TAG on the dash board for each student they are picking up.** (2) HANG TAGS have been provided by your child's homeroom teacher during orientation.

**\* Without a HANG TAG, drivers will be directed to park and go directly into the school office to be cleared with proper ID.** We realize that parking is difficult at this time of the day; however, we want to ensure that an authorized person is picking up your child.

**\*ALL STUDENTS must enter cars from the back passenger side. NO EXCEPTIONS.** If you have younger siblings in car seats, please move the front passenger seat forward to allow room for your child to slide by.

**\*All drivers and passengers should remain in the car** and allow students to enter the cars with (with assistance from the staff if needed). By doing this, it keeps the line moving in a timely manner. Younger students should be able to buckle themselves into their seatbelts or booster seats. Please have your child practice this important self-help skill.

**\* Walkers and bike riders will be dismissed last** (approximately 3:10pm). This allows most of the school's vehicular traffic to be gone, thereby increasing safety for our walkers and bike riders.

**\*DO NOT park and walk over to pick up your children from the office, while they are in line, or at the parent pickup loop.** This will be strictly enforced. You will experience a delay. Our staff's attention must be focused on ensuring that the other 470+ students are dismissed in an orderly and safe manner.

\* We realize that emergencies do occur, but communicate that in a calm tone when calling the office. Frequent "emergencies" will be addressed by administration.

**\*Bus students will be dismissed in the back bus loop. Parents are not permitted to pick up in this area.**