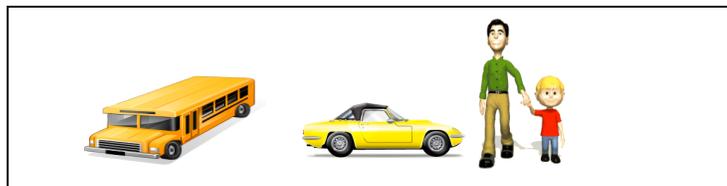


## Arrival and Dismissal Procedures



Thank you in advance for your patience during arrival and dismissal the first few weeks of school. We have an extraordinarily large number of car riders those first few weeks, and the volume of cars creates many challenges. In addition to that, we will have first time families that are learning the process. Thank you for supporting us and following our procedures for a safe arrival and dismissal for everyone! Your efforts will be a big help in making sure everyone is dismissed safely.

**Any changes in a child's dismissal routine must come to the school in written form.**

### **\*\*REMINDER: OUR DRIVEWAY IS ONE WAY ONLY\*\***

**We ask that if you need to turn left onto Old Hickory Blvd. (toward the interstate) when you exit please stay in the left lane all the way through the arrival/dismissal lane. If you need to turn right onto Old Hickory Blvd. (toward Charlotte Pike) when you exit please stay in the right lane all the way through the arrival/dismissal lane.**

School begins at 8:00 a.m. Children may enter the building at 7:45 a.m. Our teachers, helping with arrival, will be at their assigned positions around 7:40 a.m. All children and visitors must enter through the front doors of our building.

#### **Car Rider Arrival**

Please pull your car up when directed all the way, and let your child out when you are directed. We try to unload as many cars as we can at the same time. When everyone is unloaded you will be instructed to exit. If you are walking your child into the building, you need to park in a marked parking space. **No parking in the driveway.** Parking places in the bus lot are reserved for pre-K parents only. They are required to sign their children in and out each day. All others must enter at the car rider entrance if you are parking and entering the building.

#### **Please be patient, respectful, and careful. Children come first!**

If your child arrives after 8:05 a.m. he/she is considered late. **An adult will need to come into the building and sign the child in.** The child will be given a late slip to take to class.

#### **Dismissal**

In the afternoon, students that travel home in a car will be dismissed from the porch. They exit the main building and walk to their car when directed by an adult. **We ask that you DO NOT leave your car and come to the porch. This creates confusion and prevents children from seeing their cars.** Traffic is stopped and remains stopped until all vehicles are loaded. Please pull your car up as far as possible and wait in your car. We will have adults helping children find their car. Having the name card with your child's name and grade displayed in your front window will help make this process move faster. When all cars in the loading zone are loaded, we will allow these cars to exit. We will then load the next group of cars. At 3:15, all children who have not been picked up will be brought inside to the office. If you arrive after 3:15 p.m., you will be asked to come to the office and sign your child out. If you are unable to pick your child up from school by 3:15 p.m., other arrangements will need to be made.

**Walkers (children who actually walk from home to school or from school to home - not to or from the parking lots) will be escorted to the cross guard to walk home.**

Again, thank you for helping us make arrival / dismissal at Gower safe and orderly!



To request an accommodation please contact your building principal or department head.

(Interpreters for the deaf or hard of hearing must be requested seventy-two [72] hours prior to the event.)

\*\* Barbara J. Frazier 615-353-2012 \*\*