Arrival/Dismissal Procedures Monday-Friday:

We have a car line procedure at our school due to limited parking. (SEE SCHOOL MAP)

- Arrival is between 7:45 - 8:00 a.m. The tardy/late to school time is 8:15 a.m.
- Dismissal is between 2:00 – 2:15 p.m.
- If you must pick up your child early on a regular school day due to a scheduled appointment, please arrive by 1:00 p.m.
  - Students will not be dismissed between 1:00 – 2:00 p.m. as this is our rest time and we then begin prepping students for dismissal.
- For dismissal, the school has provided you with two car tags with your child’s name. 
  You must have a car tag on your dashboard for us to release your child to you in the car pick-up line. If you do not have your car tag at the time of dismissal, you will be asked to park and wait so that a staff member can verify your identification.

- For the first day of school (Friday, August 5th), please feel free to park and walk your child in to the school. In order to ensure parking for all families, we will keep our doors open from 7:45 – 8:30 a.m. for the first day of school. We will not be counting tardiness on this day.
- If you are parking to bring your child in to the school on August 5th, we ask that you still go through the car line by entering at 2197 Nolensville Pike and we will direct you to where to park.
- Dismissal is at 11:00 a.m. on this day. For dismissal, please always use our car line procedure.

If you feel that your child is ready to get out of the car and walk inside independently on the first day of school, please drive through the car line and a staff member will be present to assist your child in to the school. If your child struggles to get out of the car, we ask that you park and bring your child inside the building to their classroom.
As of August 8th, we ask that all families please use our car line for arrival and dismissal. Enter through the Pre-K Arrival/Dismissal Entrance to the far right of the building at the entrance of 2197 Nolensville Pike (see map).

Look for the sign that reads “Pre-K Arrival/Dismissal Entrance”.

- Enter the street at 2197 Nolensville Pike
- Continue driving along the right side of the street and wrap around the building (see map) until you get to the sign that says “Stop Here”.
- A staff member will guide the cars to the drop-off/pick-up area in front of the school entrance.
- **Only 4 cars will be allowed in the drop off and pick up area at a time** for student safety purposes. Our goal is to make arrival/dismissal a quick process; however we must continue to ensure your child’s safety.
- Once you are in the designated “pick up” location during dismissal, please place your car in park and ensure your child is buckled in safely.

**During arrival and dismissal, we ask that families not pass other cars in the car line or pick-up/drop-off location. Please wait until the car in front of you is ready to leave. This is to ensure the safety of all children.**

Throughout the year we encourage you to come inside the school as the need arises to speak to your child’s teacher or simply check on your child’s progress. We do ask that you use the car line first to drop off your child and then park your car to come inside the building.

More information will be provided about your child’s daily schedule at parent-teacher conferences on August 3rd. Your child’s teacher will call you to schedule an appointment.

Thank you for your understanding in helping our arrival/dismissal procedures run smoothly.

**We look forwarding to seeing you soon!**

Casa Azafrán ELC