

*Hello Maxwell Families,*

*In an effort to help our new families and to clarify procedures with returning families, we have created this information sheet to let you know our car-rider dismissal procedures. Please read the entire sheet so that you will be aware of these procedures to help make our dismissal as smooth as possible.*

### **Morning Car-rider Arrival Procedures**

- Students may begin entering the cafeteria at 7:30 to be supervised until we move to classrooms at 7:45. Bus riders will stay on their bus until 7:45.
- When entering the Maxwell property please drive slowly. We have children walking after exiting cars, and we need the area to be safe.
- **DO NOT TURN LEFT TO PARK!!** That lane is exit only for cars and buses. Drive around and go down one of the lanes to park in a space.
- If you are entering the building with your child, please park in a space. Do not park in one of the lane and leave your car unattended.
- When dropping off your child, please pull all the way to the end of the sidewalk before stopping to allow more cars and more students to get through. If everyone drops off their child right in front of the doors, it delays arrival tremendously. The sidewalk is there to allow students to walk safely.

### **Afternoon Dismissal Procedures for Car-Riders**

- **We do not allow any early dismissals after 2:30 pm.**
- During dismissal, your child will be brought to the front of our building.
- Children will listen for their name or car-rider number (once assigned)
- Once called, they will exit the building in a group based on where their car is located.

### **Driver Information:**

- As a driver you should expect to wait in line.
- There are two lanes for cars and a third far right lane for buses. (See the map on the back of this paper.)
- Overflow lane will dismiss first followed by the middle lane then side (nearest the school), middle and side lanes will get refilled by waiting cars.
- The grass lines inside the curbs near the front of the building mark the back end of each lane.
- Cars waiting to turn into the lane will be filled later.
- When you are in a lane, please pull all the way forward.
- Stay in your car.
- As we all know, cell phones can be distracting, so please make sure your cell phone is not in use during dismissal.

- A faculty/staff member will walk around to each car and get your child's name and their teacher's name or their car tag number (once assigned).
- Once issued, please have your car tag visible.
- Students will be dismissed from the school by section and allowed to walk to the cars.
- Once all students have entered their vehicle and are secured with their car seat and/or seat belt, the row will be dismissed.
- For the safety of all of our students, we ask that you please make sure your child is buckled and ready to go before departing.
- Please do not move your car until an adult dismisses your lane.

While efficiency during dismissal is our goal, safety is our number one concern. If we all work together and stay patient, we can make our dismissal run safely, smoothly, and efficiently.

Thank you!