Eakin Elementary
Arrival & Dismissal Information

We have three options for students coming to school and being picked up at the end of the day:

1. **Bus Riders:** Bus riders will arrive and depart on their set bus schedule. [Bus stop and route information](#) is available on the Metro Nashville Public Schools website.

2. **Car Riders:** Car riders may be dropped in the front circle off of 26th Avenue beginning at 7:30 AM. Students arriving before 7:45 AM will be welcomed by teachers into the building and directed to a waiting area. At 7:45 AM, students may begin walking to their classrooms. Drop off ends promptly at 8:00 AM. Pickup begins at 3:00 PM. Please see the detailed procedures for car rider drop-off and pick-up below.

3. **Walkers:** Walkers may enter the building through the Fairfax doors beginning at 7:45 AM and can be picked up on the steps outside the doors at 3:00 PM. Students who do not live in the immediate neighborhood around Eakin are welcome to park with a caregiver on nearby streets and walk to the Fairfax entrance. Please see the detailed procedures for walker drop-off and pick-up below.

All students must be in the building by 8:00 AM for school to begin promptly. Any students arriving after 8:00 AM will need to go to the main office with a responsible adult to be signed in.

In order to ensure all students are brought to the proper dismissal point, please notify your child’s teacher by email before the end of the first day of school whether your child will be picked up by bus or car, will be a walker, or will go to an aftercare program. During the year, please send a note in with your child or email your child’s teacher if you need to change their normal dismissal for a particular day or if your child will be picked up by anyone different than usual.

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**Car Rider Drop Off/Arrival Procedures (7:30-8:00 AM):**

- Enter through the main circle on 26th Avenue. The inside (right) lane is the only lane in use for arrival.
- Drive slowly and do not pass other cars by going into the left lane for any reason.
- Pull all the way to the second cross walk STOP sign on the pavement if you are the first car when you arrive in the circle. Do not stop in front of the Main Office entrance. All others cars should follow by driving as far down the circle as possible before stopping to let children out.
- Please have your children ready to exit with all belongings when the car stops.
- Children should exit on the passenger side of the car only after your vehicle has passed the flower bed at the front of the school and the car is along the sidewalk.
- Remember, it is illegal to text or talk on your cell phone during drop-off.
**Car Rider Dismissal Procedures:**
- Dismissal begins at 3:00 PM (Starting at 2:45 PM, you are allowed to park in the circle to await dismissal).
- Drive slowly as you enter the main circle on 26th Avenue, filling up the (right) inside lane first, then the outer (left) lane, pulling up as close as possible to the car in front of you.
- If both lanes are full, please circle the block to avoid blocking traffic on the street. Do not block traffic on the street, residential drive ways, or alley.
- Have your child’s name displayed on a visible paper or card in the windshield of your car. A teacher will walk down the car line and note names to call for dismissal.
- Students will remain seated and supervised in the front entry of the building until the supervising teachers and staff determine that it is safe to load cars.
- Remain in your car, your child will be directed to walk to the car.
- If you are parked along the flower bed before the sidewalk, your car will be loaded in the next group.
- If for any reason your child is not with the car rider students, you will be directed to park in the lower parking lot at the end of the main circle and to go into the office to locate your child.
- Pay close attention to teacher and staff directions. Do not move your car until directed to do so!
- When directed to move your vehicle, make a right turn onto 26th Avenue or proceed straight Acklen Avenue onto to exit, but left turns onto 26th Avenue are not allowed.
- Remember, it is illegal to text or talk on your cell phone during pick-up.

**Walker Arrival Procedures:**
- A walker is any student who is not dropped off by car or bus. These students may live in the neighborhood and walk to school. Students who do not live in the immediate neighborhood around Eakin are welcome to park with a caregiver on nearby streets and walk to the entrance.
- Enter through the Fairfax Avenue center set of doors.
- If you park your car in the neighborhood, please use legal street parking. Please avoid using school parking lots during arrival and dismissal.
- Please cross streets only at designated crosswalks. Please use sidewalks for safety and avoid walking through any parking lots.

**Walker dismissal procedures:**
- Students will be supervised at the Fairfax Avenue center set of doors at 3:00 PM for pick-up. During inclement weather, students may wait inside the gymnasium for dismissal and will be sent out when parents or caregivers arrive.
- Students should high five or say goodbye to the supervising teacher before leaving.
- Students who walk home alone, should leave the grounds upon dismissal. These students should provide their teacher with a letter of permission from a parent or caregiver.