

Arrival Procedures

► Parking lot drop off:

•All students should be dropped off beside the art room door. It is tempting to stop in the lower parking lot, but it is not safe to drop students off at that location. To reach the art room door, you should drive through the lower parking lot (please be sure to note and follow the one way signs when entering) and make a left and then an immediate right into the upper parking lot (under the trees). You should then drive through the upper parking lot and down the car path, stopping at the art room door entrance. A teacher will be waiting to assist your child in entering the building at this location. This process is much easier and quicker than it sounds!

•Our last bus arrives around 9:00 a.m. each morning. Please do not use the bus loop to drop off students who are late until after that time. Also, please remember that it is requested that you park and accompany your child into school when your child is late.

► Kiss 'n Go (lobby):

•If you plan to walk your child into school, please park in a legal parking spot. It is not permissible to double park in the lower parking lot and just “run in.” If you only need to “run in,” please consider using the drop-off procedures above. A teacher will assist your child in getting to the correct classroom.

•If you decide to accompany your child into the school, please walk your child into the building lobby. You may say good-bye to your child in the lobby. Teachers will be in the lobby to assist your child in getting to the correct classroom. If you wish to accompany your child to his/her classroom, you must report to the office and get a visitor’s pass. If you are requesting to go to the classroom, it should be a purposeful visit such as observing your child during instructional times or volunteering.

Dismissal Procedures

► Parking lot pick-up:

•All students who are not riding the bus should be picked up beside the art room door. To reach the art room door, you should drive through the lower parking lot (please be sure to note and follow the one way signs when entering) and make a left and then an immediate right into the upper parking lot (under the trees). You should then drive through the upper parking lot and down the car path, forming a car line that begins at the art room door entrance.

•You must have a number that you will show the teacher on “car duty” in order for your child to be released. Numbers will be given out on the first day of school. If you did not sign up for a number and wish to have one, please call the school. Note that each family will be given two copies of their number. Additional copies are available upon request.

•The teacher on car duty will have a list of students and their family’s “car number.” This teacher will assist each child in getting into the appropriate car. You may remain in your car the entire time.

•If the person picking up your child does not have the assigned number card, this person will be required to park in a legal parking space, report to the office, and show identification. If this person is not listed on your emergency card, your child will not be released to him/her until we are able to reach a legal guardian to verify that you authorized this person to pick up your child from school.

► In-school pick-up (early dismissal before 3:15):

- Unless you are picking up your child before 3:15 for early dismissal, please follow the above procedures for parking lot pick-up.
- You may come to the office to pick up your child if you do not have a number. At that time, you will be assigned a number for future use.
- If you are coming inside, please park in a legal parking spot. Please do not park behind teachers, administrators, or other visitors in the lower parking lot. Legal parking spaces are clearly marked in the lower parking lot or you may park in the upper parking lot under the trees. Excess parking is available next door at Eastern Regional Park.
- Please do not walk back to the classrooms before or during dismissal times unless you have checked into the office and received a visitor's pass. If you are requesting to go to the classroom, it should be a purposeful visit such as observing your child during instructional times or volunteering.

Other Arrival and Dismissal Notes

- Please do your best to ensure that your child has consistent dismissal routines. When caregivers change routines from day to day (i.e. ride the bus one day, go to day care the next, get picked up in the lobby on a different day), students are more likely to make errors about what they are to do when dismissed. Please note that students may only ride the bus to which they have been assigned.
- Almost every child at Chase may ride the bus. We encourage you to take advantage of this privilege. If you are concerned about your child on bad weather days, we suggest that you drive your child to the bus stop in the morning and wait for your child in the car at the bus stop in the afternoon rather than coming to school to drop-off or pick up your child. This will be much faster for you and will still enable you to keep your child dry and warm.
- When caregivers ask for a child to be dismissed early, a call must be made to the classroom to notify the teacher and the child. This is disruptive to instruction and causes everyone to miss instructional time. We ask that you limit requests for early dismissal as much as possible. If you are aware in advance that you will be picking up your child early, please send a note to the teacher so that your child will be ready. This will also limit classroom interruptions. **Note that beginning this year, all caregivers who request early dismissal after 3:15 will be asked to wait until our normal dismissal time at 3:30.**
- Please remember to park in legal parking spaces any time you visit the school. This includes morning arrival times, afternoon dismissal times, field trips, and programs. If additional parking is needed, you may use the parking lot at Eastern Regional Park.
- Arrival and dismissal times are not good times to meet with teachers. All teachers have been given morning and afternoon duties and are not available for conferences at that time. However, all Chase faculty members value and encourage home/school communication. If you would like to speak with a teacher, the office secretaries would be happy to leave a message for the teacher to call you at a later time.
- Please note that these procedures were developed after the Chase handbook information located in the student planners was submitted to the printer. These arrival and dismissal procedures should replace the information found in the handbook.