

**DR. JAMES CRAIK ELEMENTARY SCHOOL  
ARRIVAL AND DISMISSAL PROCEDURES  
SY 2017-18**

The daily arrival and dismissal of students is a busy time. We encourage students to ride their assigned bus to and from school to reduce the number of vehicles in the parking lot area. Transportation information is available on the *School Locator* link at [www.ccboe.com](http://www.ccboe.com). Safety is our primary concern at these times; therefore, we ask that you please assist us in the process by following the arrival and dismissal procedures as outlined below.

▪ **ARRIVAL**

- Buses enter the main parking area between 8:50 AM and 9:05 AM. Cars are not permitted to enter the bus lot during these times. At 9:05 AM, students are permitted to enter the building through the main entrance doors and report to their classrooms.
- Cars should enter the school from the Robert D. Stethem entrance off Marshall Corner Rd. Follow the drive to the back lot adjacent to the gym. At 9:05 AM, staff will supervise the traffic flow and exiting of vehicles. Students should exit vehicles promptly in the “unloading zones” under the direction of the staff on duty. After students have been dropped off, circle around the parked cars and exit the school from the Robert D. Stethem Center. Staff supervision is only provided between 9:00 and 9:20; students should not be dropped off before that time. Any student who arrives after 9:20 needs to be signed in by an adult in the main office.

▪ **DISMISSAL** – Daily announcements are made at 3:39 PM. Everyday car riders are dismissed from classes at 3:40 PM. Bus riders are called by grade level for dismissal following everyday car riders at approximately 3:45 PM. To ensure that students’ routines stay consistent, we ask that parents select one method of transportation home for the year. Changes must be made in writing and submitted to the office.

- Bus riders exit the main entrance doors with their teacher and report directly to their buses. Buses exit the parking lot at approximately 3:50 PM. If a bus is running late, students will wait with a staff member for the bus to arrive.
- Every day car riders report to the exit in this gym promptly after being dismissed from class at 3:40 PM. Students must have an everyday car rider permission form completed in order to be dismissed as a car rider. Cars should follow the same traffic pattern as in the morning. Staff members will direct the traffic flow and assist students to cars for safety. Car riders must be picked up between 3:40 PM and 3:50 PM. Car rider privileges will be revoked for individuals who are repeatedly late.
- Early Dismissals – If you need to pick up your child from school prior to dismissal, please do so before 3:30 PM. Students will not be called from class after 3:30 PM. In addition, no cars should be in the bus lot at that time. Please plan accordingly.

▪ **EVERYDAY CAR RIDER PERMISSION FORM**

Enclosed is a copy of our School Dismissal Pick-Up/Car Rider Permission Form. A completed form **MUST** be on file in the office for all car riders. In addition, make sure that all adults listed on the car rider form are also listed on the Emergency Card.

- **Safety** - Patience is a key for our arrival and dismissal procedures. Please monitor the speed of your vehicle in the parking lot and use common sense. The safety of our students is our #1 priority.

If your child will be an everyday car rider, please bring the attached permission slip to the office during *Meet & Greet* on August 30<sup>th</sup>. Our dismissal everyday car rider procedure will begin the first day of school. A permission slip is required before your child can be considered an everyday car rider.

We hope these procedures will expedite the arrival and departure of our students and create a smooth dismissal. If you have any concerns or questions, please do not hesitate to contact us.

## Car Rider Procedures

The location for entering the pickup line is the third entrance on Marshall Corner Road (if you are approaching from McDonough High School direction). You will enter and drive through the parking lot at Stetham then enter the car rider line where you will pick up your student.

