

PARENT NOTIFICATION OF DISMISSAL PROCEDURES WHATELY ELEMENTARY SCHOOL

Dear Whately Elementary Parents and Families,

THIS IS A GREAT INFORMATIONAL REMINDER THAT YOU MAY WANT TO POST ON YOUR HOME FRIDGE OR BULLETIN BOARD! YOU HAVE AN IMPORTANT ROLE IN YOUR CHILD'S SAFETY WHEN ARRIVING AND LEAVING SCHOOL!

I am writing to inform you about **our dismissal procedures** and to remind you about **parking and safety concerns** during drop off and dismissal.

Our dismissal procedures are designed to **increase student supervision and safety** during a time of day when there is a lot of motor vehicle traffic on our campus and children are crossing our driveways where those vehicles are moving. By maximizing **adult supervision** for our students as they arrive and depart from school, including supervision by the parent/guardian, we expect to create more safety. Here are some things that **we expect that EACH FAMILY to help us** with by making it a part of your drop off and pick up routine:

- When driving on our campus, please **drive carefully and park only in appropriate places** to allow for the buses to safely drive around our traffic circle and to keep fire lanes and bus parking clear. See attached map of parking.
- Whether your child crosses our driveways alone or with your supervision, please use the painted crosswalks at all times for safety and encourage your child to do the same.
- **Our start time is 8:40.** Please drop off students **NO EARLIER THAN 8:30 AND BY 8:40 so they are not late for class.** **PLEASE NOTE: No adult supervision is available for your child before 8:30 UNLESS THEY ARE ENROLLED IN THE BEFORE SCHOOL PROGRAM.**
- **After 8:30,** the cafeteria will be open as a place to wait until it is okay to go to the classroom, which is at approximately 8:35 when the school buses arrive.
- When dropping off, if you are walking your child to the front doors or into the building, please **park only in the places designated** on the attached map of our campus. For younger children especially, please **make sure a school staff member has assumed supervision of your child** before you leave them.
- **Students who ride the bus will be dismissed BEFORE walkers/pick-up students.** Bus riders will be escorted to their buses by school staff.
- **Walkers and pick-up students will be dismissed AFTER the school buses have cleared our traffic circle.** They will come out to the front of the Main Entrance as a class, accompanied by a staff member.
- When picking up your child, you **must come to the front door area and make contact with a staff member** so that we can be certain that we have transferred supervision and safety of your child to you.
- At pick-up, after you have assumed supervision of your child, if you choose to stay and chat with neighbors out front or want your child to use the playground, **you must maintain physical and visual supervision of your child** so that the child does not put him/herself in harm's way by stepping into a busy traffic circle. Also, the playground may be getting used by the students in the After-School program who will be supervised by After-School Staff. However, After-School Staff can only be responsible for the children enrolled in their program and cannot supervise your child as well. If your child is old enough to be at the playground without your supervision, we respectfully request that you allow them to do so only after 5 PM on days when the After-School program is in session. Otherwise, between 3 and 5 PM, an adult will need to be with your child.

Teaching these procedures to your children and gaining their cooperation along with your cooperation will make our campus safer for everyone!

Thank you,

Pete Crisafulli / Mr. C
Principal