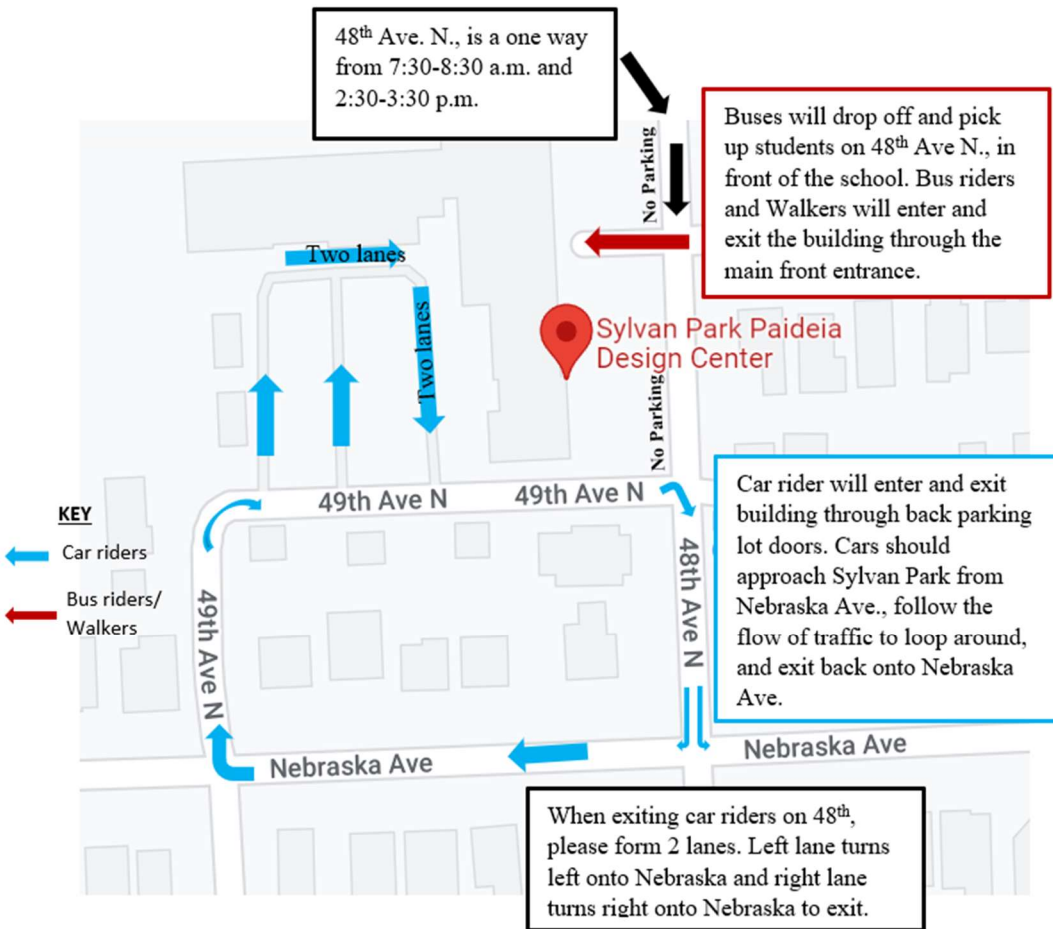


## Sylvan Park Specific Information

### *Arrival and Dismissal Procedures Car Riders*



#### Arrival and Dismissal

School begins at **8:00** a.m. School doors open at 7:45 a.m. for students. **Please do not drop off your child any earlier than 7:45 due to lack of supervision.** Students should be seated and ready to begin the instructional day when announcements begin at 8:00 a.m. Students arriving after 8:00 are tardy and must be signed in by an adult in the office. Students are dismissed at 3:00 p.m. **Children must be picked up by 3:15 p.m. Please do not pick your child up any later than 3:15 due to the lack of supervision.**

#### Morning Drop Off

- **Out Back:** Follow staff directing traffic as you pull into the parking lot.
- Cars in the outside (left lane) will remain in the left lane all the way up to the staff member with the stop sign or until traffic stops.
- The inside middle lane will merge into the right lane to pull all the way up in the right lane.
- Students will remain in cars until all cars have stopped and a long whistle is blown. Students may then exit the car, move towards the sidewalk, and enter through their marked grade level doors [K-gym., 1<sup>st</sup>-2<sup>nd</sup> corner ramp, 3<sup>rd</sup>-4<sup>th</sup> – 5<sup>th</sup> central car rider door)
- Once all students have exited the parking lot, two short whistles will be blown, and the stop sign will be put down signaling cars to leave.
- Students will NOT exit their car if parked in the middle lane and walk over grass medians. Those students must wait until the car pulls into the outside lanes near the sidewalks.
- **Out Front:** No student drop off in front of school. Park on side street and walk your child to the front.

#### Afternoon Drop Off

- Follow staff directing traffic as you pull into the parking lot.
- Cars in the outside (left lane) will remain in the left lane all the way up to the staff member with the stop sign or until traffic stops.
- The inside middle lane will merge into the right lane to pull all the way up in the right lane.
- Students' names will be called (**please place nametag in driver's window**) as cars pull into the parking lot and students will exit the school to their designated grade level boxes outside.
- Once all cars have pulled up and traffic stops a long whistle will blow signaling for the students to their cars.
- Cars will remain stopped until all students are in their cars, 2 short whistles will be blown, and the stop sign will be put down signaling cars to leave.