

IMPORTANT ARRIVAL/DISMISSAL PROCEDURES

Dear parents/guardians,

Our goal is to keep our students safe! Please observe the following rules when dropping off and picking up your child:

1. **NEVER** park and/or leave your car on Alexander Rd. and West 222 St. when dropping off/picking up your child.
2. **NEVER** double-park on Alexander Rd. and West 222 St.
3. **NEVER** drop off or pick up your child on West 220 St. *This is extremely dangerous.*
4. **NEVER** use the back parking lot to drop off or pick up your child – this is for buses only.
5. **NEVER** use the front parking lot to drop off or pick up your child – this is for Special Transportation only.
6. Students should enter and exit cars **ONLY** when they are in the curb lane.
7. Do **NOT** allow your child to walk between parked cars and buses to get to your vehicle.
8. Use designated crosswalks if you have parked across the street. Jaywalking is unsafe and illegal!

ARRIVAL

- 8:00 a.m.** Southwest door (back of the school) is open to students arriving for breakfast only and special permission only.
- 8:20 a.m.** All other students are allowed to arrive at school.
- 8:25 a.m.** First Bell - students are allowed in the building.
- 8:40 a.m.** **Final Tardy Bell – students in classrooms.**
- Please note:** **ALL** Bus riders enter through NW and playground doors
ALL students dropped off on West 222 Street must enter through the front doors

DISMISSAL

- 2:50 p.m.** All Car Riders and Special Transportation
- 2:55 p.m.** All Walkers and Bike Riders dismissed
- 2:55 p.m.** All Bus Riders escorted to the Gym and Cafetorium for dismissal.
- Please note:** **ALL** students picked up on West 222 Street must exit through the front doors

