

**2024-25**  
**Arrival and Dismissal Procedures**

**Teacher Times: 820am-350pm**

**School Times: 920am-350pm**

**Arrival**

All duty personnel will assist at the walkers, bus loop, car rider loop, Parker Pickup, PLACE every day during arrival. A classroom teacher or instructional assistant from each unit will meet the students in their classroom. **All personnel are expected to be at their post by 8:55 a.m. each day. It is important that all staff members are on time to their post to ensure student safety. An announcement will be made at 850am to proceed to your duty post.**

**Parents**

**ALL parents may escort their children to the classroom the first day of school ONLY using the inside walkways.** Please encourage parents to leave by **9:20 a.m.** to join us in the cafeteria for the **BOO-HOO/WAHOO Breakfast** and/or exit the campus. **This will be only for the first day of school.** In the afternoon, parents will not be permitted to pick up their children from the classroom. If a parent comes to a classroom, please refer them to the office.



Teachers will need to turn in a copy of the dismissal list to the office by 10:00 a.m. on the first day of school. The office will make a copy and return it to the teacher before dismissal. **If you are not 100% certain of how every child is getting home, contact the office ASAP. Please double check all tags on the book bags to ensure it matches up with current records.** DO NOT wait until the end of the day to get the information. Administration and support staff will be coming to units the first day to assist with tagging the remaining students for dismissal.






**Dismissal**

Teachers are to escort their students to PLACE, busses, car riders, Parker Pickup1 or Parker Pickup2/Walker area daily so that all children may be supervised.

- **Car Riders: Teams must have all students at the car rider loop no later than 3:20pm!!** All parents picking up will need to stay in the car line, **showing their designated car rider tag(s) with the child's name**, and stay in the position you are in. They **MUST** have a CAR TAG! Absolutely no makeshift signs no matter if you know them or not. **Please be proactive and aware when watching students at the car rider loop. This is not a time for talking with friends or colleagues about the day!** Once that number has been given, parents picking up the student will go to the designated numbered pole where the student will be waiting. **Parents should not leave their car to get their child.** Sanders Memorial Elementary duty personnel and/or safety patrol will assist each student in the car. **Patrols are not to walk to side B ever or around to let a child in the other side of the car!** When all children in car rider numbered signs 1-6 (Row A and B) are safely in their car, the Sanders Memorial Elementary duty personnel will release the line and the next 12 cars will go to their designated numbers to pick up their child.
- **Walkers: Parents may choose a from school walking option for students. This option is only applicable to students that will be walking to or from Lake Thomas and Lake Talia. Students may be released and are able to walk home from school if parents authorize and deem their student(s) responsible enough to walk home. If a K or 1 student is walking and by themselves, please contact the front office.**
- **Place:** Teams must have all students at PLACE no later than 3:20pm!!
- **Parker Pick-up:** Teams must have all students at Parker Pick-up no later than 3:25pm. All parents picking up will need to have their car rider sign, **showing the designated car rider tag(s) with the child's name to the person in charge. Please be proactive and aware when watching students at the Parker Pick-up. This is not a time for talking with friends or colleagues about the day! To help with congestion, safety and additional students, please FOLLOW this: Parker Pickup1 (outside building 6) K-3 students only-** Parents will meet their student at the gate outside of building 6 with car rider sign to walk their student back to their parked car or Heritage Recreational Center Parking Lot where the parents have parked. If parking is full, K-3 parents will be asked by the school security guard to be placed in a holding spot (Queue) until parking becomes available. **Parker Pickup2 (covered PE Court) if you have students in grades 4-5 and siblings of 4-5 grade students, you will be picked up through the posted PE fields and under the covered court area. Your parking will be in Heritage Park only. Do not park on the grass. Designated personnel will collect the lower grade siblings and walk them to the covered PE courts.**
- **Bus:** When primary or intermediate busses are called then all students from those grade levels and designated monitoring teachers will take their students to board the busses.
- **Please have your students walk in an orderly manner to their arrival location. Make sure the older students make way for younger students during dismissal.**

# Dismissal Schedule

Key:  - Bell  - Announcement

- 3:10 p.m.  (ERD 1:10 pm) Clean-up, go to designated rooms
- 3:15 p.m.  (ERD 1:15 pm) K Parker Pick-up dismissal
- 3:20 p.m.  (ERD 1:20 pm) Walkers/Car Riders/ Parker Pick-Up 1 and 2 /PLACE dismissed
- 3:25 p.m.  (ERD 1:25pm) Bus dismissal
- 3:30 p.m.  (ERD 1:30 pm) Everyone should be at their dismissal location.

NOTE: Dismissal will be long until we have established a routine, so **BE PATIENT**. Please remember the above times, adhere to them, and use your classroom phone clock as the official school time. **Please pay close attention to your dismissal times.** Thank you.