Muldoon Elementary
Arrival & Dismissal Procedures
## ARRIVAL - School Starts at 8:50

<table>
<thead>
<tr>
<th>Walkers and Car riders</th>
<th>Students are expected to...</th>
</tr>
</thead>
</table>
| ● To ensure safety, **DO NOT drop off early!**  
  ● **Drop off students between 8:40-8:50,** Breakfast will be served from 8:50-9:05  
  ● Students will line up OUTSIDE at their Teacher’s line up spot AT 8:50  
  ● At 8:50, teachers will open doors and let kids in for breakfast  
  ● **School will begin promptly at 8:50,** if they arrive after 9:00 this they are marked tardy  
  ● If students arrive after 10:00 they are marked absent on the AM attendance  
  ● **If you park you must walk through the crosswalk with your child** | Families are expected to...  
  ● Safely drop off students  
  ● **If you park you must walk through the crosswalk with your child** |

<table>
<thead>
<tr>
<th>Bus Riders</th>
<th>Students are expected to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Once the Bus arrives at school, students will be walked to their line or to their classroom</td>
<td></td>
</tr>
</tbody>
</table>
  ● Ride the bus safely  
  ● Use appropriate language |
**DISMISSAL - School Ends at 3:30**

**General Guidance:** Please tell your teacher how your child will be getting home. They will be identified as either a “walker”, “car rider”, or “bus rider”. **For the ease of dismissal and consistency for kids, please keep to the same way of getting home every day.** If there is a specific schedule (ie: week at mom’s, week at dad’s) let your teacher know in advance. If you need to change how you child is going home, please call the office before 3:00.

<table>
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<tr>
<th>Walkers</th>
<th>Students are expected to...</th>
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| ● If your child is walking home alone or with family members they will be released at 3:30  
● Students will exit out exterior doors and meet any family at the youngest siblings lineup spot  
● You will then walk home | ● Find their family  
● Leave school grounds promptly |

**Families are expected to...**

- Safely pick up students at youngest siblings dismissal spot
- Walkers should wear something reflective
# DISMISSAL - School Ends at 3:30

<table>
<thead>
<tr>
<th>Car Riders</th>
<th>Students are expected to...</th>
<th>Families are expected to...</th>
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</table>
| ● You will pull up into the car loop and wait patiently for the line to move.  
● Starting at 3:30 Once you reach the crosswalk, a staff member will ask for your students names and teachers.  
● The staff member will radio for your student(s) send them to pole #.  
● You will pull forward and your child will walk out to your car, please remain in your vehicle at all times.  
● Only pick up students when you are by the curb.  
● Load child on the passenger side. | ● Find their family.  
● Leave school grounds promptly. | ● Drive slowly and safely through our lot.  
● Know the names of their students and teachers.  
● Display # in window. |

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| ● Bus Riders will be picked up from classes by a TA and walked to the bus.  
● Students who are bus riders will be put on the bus unless family has called the school before 3:00, to confirm a change of pick up. | ● Ride the bus safely.  
● Use appropriate language. | |

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● Students will exit out exterior doors and meet any family at the youngest siblings lineup spot.  
● You will then walk home. | ● Find their family.  
● Leave school grounds promptly. | ● Safely pick up students at youngest siblings dismissal spot.  
● Walkers should wear something reflective. |
Other Important Info

- School starts at 8:50 AM and ends at 3:30 PM
- You can **Not** drop off your child before 8:40 AM
  - Staff is on duty at 8:40
  - They **WILL NOT** be able to come into the building before this time.
  - Doors open at 8:50 for breakfast. Breakfast is served from 8:50-9:05
- There will be **NO** early dismissal after 3:15 PM
  - If you have an appointment or other obligation, please plan ahead.
DO NOT LEAVE YOUR CAR UNATTENDED
STAY IN YOUR VEHICLE UNLESS YOU
PARKING IN ONE OF THE PARKING LOTS
AND ESCORTING THEM IN.
Dismissal Line up

4th/5th lineup

3rd

1st

K/Pre-k

2nd

Stay in car
Pick Up right side
Park and pick up