

Ptarmigan Morning Arrival Guidelines

Students should not arrive or be dropped off until **8:40am** (Tuesday – Friday) and not until **9:40am** (Monday). Staff supervision starts at **8:40am** (Tuesday –Friday) and at **9:40am** (Monday).

Please follow the Ptarmigan Traffic Flow Arrival and Dismissal route. See attached Map.

Drop students off **after** the crosswalk at the front of the building.

Please pull as far forward as possible in the drop off area.

Students exit on the right side (passenger side) onto the sidewalk.

Please stay in the vehicle. A staff member will assist your child if needed.

Students will go directly to the outside door of their classroom.

Outside Classroom doors will be open from **8:50am to 9:00am** (Tuesday-Friday) and from **9:50am to 10:00am** (Monday).

Late / Tardy Students

Students are considered tardy at **9:01am** (Tuesday-Friday) and tardy at **10:01am** (Monday).

Students will walk through the front office to receive a tardy pass.

There will be an adult in the office to greet tardy students. Breakfast will be provided until **9:10am**. If a student arrives after **9:10am**, breakfast will not be given to the student. ***Still waiting on breakfast guidelines for Monday.**

Crossing Guard at Edward Street

There is a Crossing Guard on duty at the crosswalk on Edward St. from **8:40am to 9:00am** and from **3:25pm to 3:50pm** (Tuesday-Friday) and **9:40am to 10:00am** and from **3:25pm to 3:50pm** (Monday). If you have students that walk to school and need to cross Edward St, please have them cross at the crosswalk. The Crossing Guard will stop traffic and make sure that the students are safe.

Ptarmigan Afternoon Dismissal Guidelines

Student dismissal starts at **3:30pm**.

Follow the Ptarmigan Traffic Flow Arrival and Dismissal Route. See attached Map.

Please follow signage and staff directions.

If parent(s) arrive **prior to 3:30pm**, wait behind the orange cones/crosswalk at the front of building crosswalk. Cars will be released by a staff member once the 3:30pm bell has rung and your dismissal number has been called on the radio.

Parents/Guardians will be issued 2 sets of tag numbers for students they are picking up. One tag needs to be displayed on the vehicle dashboard by the passenger side window OR on the rear view mirror. Please notify the front office if you need more than 2 tags for others that are on the approved pick-up list. **IF A PERSON DOESN'T HAVE THEIR NUMBER, THEY WILL NEED TO CHECK IN THE FRONT OFFICE FOR VERIFICATION THAT THEY ARE APPROVED TO PICK-UP.** Parents are asked to wait in their car while a staff member will call the dismissal number on the radio.

Staff members will direct cars to pull forward so that the maximum number of students may be picked up. Students will be directed to the vehicle.

Students should enter the vehicle from the sidewalk (passenger side). If that is not possible, please have your child wait for staff to escort the student to the driver's side of the vehicle. This is a safety procedure due to traffic.

If a student needs to be picked up early for an appointment between **2:45pm and 3:15pm** please park in the lower parking lot. The student will need to be signed out from the front office. The Front Office closes at 4pm so ALL students should be picked up by 4pm.

Please do not park and wait for your student on the left side of the student pick up area as this creates a safety hazard.

Parents/Guardians that walk, bring your tag to the flag pole at the front of the building and a staff number will radio your dismissal number. Your student will meet you at the flag pole.

*Starting on September 5th 2023, parents/guardians that don't have a dismissal tag with them will be directed to the front office for verification that they are approved to pick-up. Picture ID will be required for verification.

NEW Pre-School Dismissal Procedures!

ALL Pre-k parents will have to park in the lower parking lot for BOTH arrival and dismissal time. They will then walk up to the courtyard to drop off/pick up student. All Pre-k students will need to be signed in and out daily by an adult and they will need to bring the card/car number tag with them as well. Pre-k students will NOT be dismissed using the parent dismissal lane. So, for this reason, parents might request for the older child/sibling to walk over to the Pre-k courtyard and wait there. If you have a student that has a pre-k sibling, know that parents might tell them to walk over to the Pre-k courtyard and it is okay for them to do so. For safety reasons, the only students NOT allowed to walk over to the courtyard will be siblings that are in Kindergarten.

Dear Ptarmigan Families,

We are excited to be back at school for the 2023-2024 school year and we are thrilled that our school enrollment is increasing.

It is important that we all work together to get our students to school and home from school in a safe timely manner. Attached are the Arrival and Dismissal Guidelines that we have put in place for the 2023-2024 school year. The staff is committed in getting students into the school and home from school quickly and safely.

Please remember that it is a \$500 fine if you are using your cell phone in a school zone. Also, tobacco products are not to be used on school grounds.

Thank you in advance for your help in following the Arrival and Dismissal Guidelines.

Sincerely,

Ptarmigan Elementary