

Ptarmigan Morning Arrival Guidelines

Students should not arrive or be dropped off until **8:40am**. Staff supervision starts at **8:40am**.

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.

SLC students will enter through the office entrance and then to their classroom.

Classroom doors will be open from **8:50am to 9:00am**.

Late / Tardy Students

Students are considered tardy at **9:01am**.

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.

Crossing Guard at Edward Street

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

Ptarmigan Dismissal Guidelines

Student dismissal starts at **3:30pm**. **PLEASE SEE HIGHLIGHTED SECTION FOR NEW PROCEDURE!**

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 at the front of building crosswalk. Cars will be released by a staff member once Special Education buses have left.

PARENTS AND GUARDIANS WILL BE ISSUED 2 SETS OF NUMBERS FOR STUDENTS THEY ARE PICKING UP. ONE NEEDS TO BE DISPLAYED ON THE DASHBOARD BY THE PASSENGER WINDOW OR ON THE REAR VIEW MIRROR. PLEASE LET US KNOW IF YOU NEED MORE THAN 2 OF THESE FOR PEOPLE THAT ARE ON THE APPROVED PICKUP LIST. IF A PERSON DOESN'T HAVE THEIR NUMBER, STAFF WILL CALL IN NAME OF THE ADULT TO CHECK THAT THEY ARE APPROVED.

Parents are asked to wait in their cars and a staff member will ask for the name of students being picked up. Student name is radioed to the teacher and the student will be brought to the car.

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

Dear Ptarmigan Families,

We are excited to be back at school for the 2022-2023 school year and thrilled that we have an enrollment of over 300 students.

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 2022-2023 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