

# Transportation Procedures

To ensure the safety of all our children please follow the procedures listed below:

- A patrol will guide your child to his/her classroom.
- Carpooling is suggested.
- At Orientation please practice your child's route to and from the classroom.
- Please be prepared to show identification when picking your child up.
- **IT IS REQUIRED THAT WE HAVE WRITTEN NOTICE OF A DISMISSAL CHANGE. A form is available on our website.**

## Parent Pick up (car riders)

### Morning Drop Off

- Child should sit on the passenger side of the vehicle and be prepared to exit the car (backpack zipped and shoes on).
- Enter through the East entrance. Drop off begins at 8:00 a.m.
- Only students attending morning extended day may enter the parking lot prior to 8:00 a.m.
- Pull as far forward along the sidewalk as possible. Students must exit the passenger side of the car. Please do not stop at the crosswalk unless directed by a DCES staff member.
- A safety patrol will be there to assist your child exiting the vehicle. At no time is the adult to exit the vehicle.

### Afternoon Pick Up

- Students are dismissed at 2:50 p.m. There is no need to arrive earlier.
- PTO is providing parent pick up signs free of charge. Look for the order form in your child's back to school information packet (unless you ordered one at orientation.)

## Buses

- You should receive bus information in the mail if your child is eligible to ride the bus. Representatives from the transportation department will be at orientation to answer your questions.
- In the afternoon, teachers will assist your child to the correct bus.
- Please review with your child their bus number and bus stop.

## Bikers/Walkers

- The gate is locked and there is no supervision prior to 8:00 a.m.
- The gate will open at 8:00 a.m. and children will be permitted in at that time.
- In the afternoon please meet your child outside the gate.

## Extended Day

- Please look for signs for the designated Extended Day drop off and pick up areas.
- In the afternoon you must park in a designated parking space to pick your child up.