

Arrival & Dismissal Procedures

2023-2024 School Year

23-24 Arrival/Dismissal

Our current car loop procedures have been designed with input from IES families, HCPSS Office of Student Transportation, and IES staff. We anticipate that with the change in our walker area and to our start/end times, we will have increased usage of our car loop. Please expect and plan for increased wait times to enter and exit the IES car loop at arrival and dismissal.

Arrival

- Students will line up and enter at different locations around the building.
 - *Car riders and bus riders will enter through the main doors.*
 - *Walkers enter through the cafeteria doors.*
- Staff will be positioned around the building to be sure all students are safe.
- Staff will be at their assigned location by 9:00 am and remain in place until 9:15 am.
- Students who arrive after 9:15 am will need to be signed in. The sign in sheet will be located in the front vestibule.

Arrival

- Staff will be assigned to tag students' backpacks as they get off the bus to identify which bus they will ride in the afternoon. Please leave the tag on your child's backpack.
- Parents of car riders will be given a car tag in the morning to hang in the front window.
- Kindergarten will meet in the cafeteria on the first day only. Students should enter through the correct door and staff will help get them to the cafeteria.
- **We strongly encourage parents to start the regular arrival/dismissal plan from the first day.**

Dismissal

- Staff will escort the different groups (walkers, car riders, bus riders) to their dismissal locations.
- Staff will help monitor students in the holding areas until all students are dismissed.
- Cars should be making a right turn into the car loop.
- Drivers should stay in the car. Staff members will help students to enter and exit vehicles.
- If a person picking up needs to park, they will need to follow the flow of traffic around the loop rather than go against traffic.

Dismissal

- If you need to pick a student up early, please do so prior to 3:30 pm
- If there are changes to dismissal procedures, please communicate those to the teacher and front office prior to 3:30 pm.
- School staff cannot direct traffic on Ilchester Rd, please adhere to traffic and parking signs.
- **Please adhere to no parking signs on Ilchester Rd.** Parking along the road can cause blind spots for cars trying to exit the parking lot.
- **For everyone's safety, please do not cross through the parking area during dismissal.**

-Cars will follow the blue path. When directed by staff (stars), cars will drive behind parked buses and exit the parking lot.

-Students will load and unload on an extended car loop path. Cars should park next to the cones and follow the direction of staff as to where they should stop.

-Car riders will enter and exit through the main doors.

-In the afternoon, students will be dismissed by the first bell and wait behind cones in the area marked in blue.

-Staff positioned at the stars will stop cars when buses need to enter or exit the loop.



-Walkers will enter and exit through the cafeteria.

-In the morning, students can wait on the blacktop until the 9:00 am bell rings and then enter the building.

-In the afternoon, they will be dismissed by the first bell.

-Parents can meet students there and walk or students can wait for siblings, etc to walk home.

