



Adam Elementary Arrival and Dismissal

Dear Parents,

Welcome to Adam! Our administrative team has met with the district transportation, security, and facilities departments to create the following procedures. We feel that the following procedures will help ensure the safe arrival and dismissal of our Adam students.

Please read over this document carefully so that we can keep our students safe.

Arrival

Walkers/Bike Riders

Children should use the sidewalk on Woodlear as they travel to and from school! Please do not park on Woodlear, next to or across from the sidewalk.

Students should have a route that they travel each day. Please practice this route with them before August 26. In addition, talk with your student about arriving no earlier than 8:20 a.m. Students will be allowed in the building at 8:25 a.m. There is **NO** supervision before school, unless you are enrolled in Club Rewind, so please follow this guideline for your child's safety.

Once on the school grounds, walkers and bike riders should enter on the sidewalks on either side of the building. Walkers must stay on the sidewalks until they arrive at the door. For their safety, walkers should not cross through the parking lots or the parent drop-off area. Bike riders should walk their bikes on the school property to the bike rack, and enter through the back doors.

Car Rider Drop-off

Morning drop-off will begin at 8:25 a.m. Traffic should enter from Dakar onto Honey Grove Lane, traveling east toward Maxim. Turn **RIGHT** into the first

driveway and enter the designated car rider lane. Traffic will flow, through the parking lot and will loop back to the same entrance making a large circle. PLEASE do not turn left from Honey Grove into the line. This disrupts the flow of traffic and may cause a traffic jam. If we all follow this traffic flow, people will be able to move quickly and calmly through the line! Staff will direct traffic once in the car rider lane. When you have come to a complete stop in the lane, students may exit the vehicle, and proceed down the sidewalk to the front doors. When leaving the car rider zone, please follow Adam staff instructions, and turn left out of the parking lot. Parents should remain in their cars at all times. If a parent needs to come into the building, please park in the parking lot and check-in at the front office.

Buses

Buses use the large circular drive on Maxim, near the cafeteria. Cars should never park in this area.

Students on buses will be released at 8:25 AM and proceed into the building through the cafeteria doors. Students eating will get a grab and go breakfast before walking to their classrooms. All others will walk directly to their classrooms.

Day Care

Day Cares will use the front circular drive on Honey Grove. Cars should not park in this driveway during arrival and dismissal times.

Students on Day Care transportation will be released at 8:25 AM and enter through the front doors. Those needing breakfast may go into the cafeteria, all others will walk directly to their classrooms.

Dismissal- We will begin dismissal at 4:00 PM.

Walkers/Bike Riders

To help ensure the safe departure of our walkers and bike riders, they will be dismissed after daycare. Students will exit from the side doors on the north side of the building, near Dakar. We ask that all students leave the grounds at dismissal. Walkers should travel through the playground or cross the street at the bridge on Dakar, with the crossing guard, and continue home. Students

walking to the streets to the east of the school will exit the front doors and cross at Honey Grove. They may then walk along the grass and continue home. Bike riders should walk their bikes until they leave the school grounds, then continue home.

Car Riders

To help dismissal go quickly and smoothly, while maintaining student safety, we employ a numbered tag system. New tags are issued each year, so if you have last year's tag, please discard it. Families that will be regular car riders should fill out the car rider form at "Meet the Teacher." You will be given a set of numbered tags to hang from the rear view mirror. Many families may arrange carpools, if so, please plan on filling out one form together. Each carpool will be assigned the same number so students only need to learn one number.

Please register for only one number to avoid confusing your child!

Parents needing to pick up a student that is not a regular car rider should write the student's first and last name on an 8 ½ x 11 piece of paper in large black letters.

Traffic should flow using the same route as in the morning. Please enter from Dakar onto Honey Grove Lane, traveling east toward Maxim. Turn RIGHT into the first driveway and enter the designated car rider lane. Traffic will flow, double laned, through the parking lot, making a loop and exiting through the same exit/entrance you came in. Adam staff will direct the traffic once in the car rider zone to allow safe loading. Once directed, please exit the driveway by turning left. Please follow the instructions of Adam staff to help keep our students safe.

A staff member will take down the numbers to have your children ready for your arrival. We will call students from the library in the order that you have arrived, and have them ready to load.

If you arrive in line after we stop taking numbers, please park your car in the parking lot and walk in to sign your child out at the front office. **Don't forget to bring in your ID!**

Students leaving Adam early should be picked up prior to 3:30 pm, or go home their normal route. Last minute changes create an unsafe environment for our students. Any changes in transportation should be made in writing, and sent to the front office before 2:30 pm.

Buses

Teachers will supervise students using bus transportation in the classrooms until the buses are called. As bus numbers are called, teachers will walk students to the bus loading zone, on the Maxim side of the building, and escort them to the correct bus.

Day Cares

Day Care riders are called at the beginning of dismissal, and walked to the front of the building. They are loaded into the day care vehicle. Day care transportation will load from the front circular drive on Honey Grove.

If your child misses a bus or day care, teachers will call parents to come and pick up their children. They will wait in the front office until you arrive. Please don't forget to bring in your ID for check-out.

Thank you,
Stephanie Thomas
Principal, Adam Elementary