

John Muir Elementary Arrival and Dismissal Procedures
2018-2019

At John Muir Elementary, we have procedures and rules for arrival and dismissal time to allow this congested time to run smoothly and be safe for all. Our parking lot can become unsafe for students, staff, and parents if rules and procedures are not followed.

Arrival Procedures

- Students may arrive to school as early as 8:30 AM if they are eating breakfast in the cafeteria. There is NO supervision before 8:45 AM except for those eating breakfast in the cafeteria.
- There is no supervision for any students prior to 8:30 AM.
- At 8:45, any students who are done with breakfast or who arrive at school will be sent to the gymnasium, where students will sit single file by class.
- Parents are asked to pull all the way up the line to have children exit the cars.
- Please have your student(s) ready to exit the vehicle as you approach the drop-off spot.
- If an adult needs to exit the vehicle to come into the building, please park the car in the lot. PLEASE DO NOT PARK IN THE CAR LOOP/ALONG THE CURB OF THE SIDEWALK.

Dismissal Procedures

Staggered dismissal:

3:25 Safety Patrol Members leave classrooms and go to their assigned location.

3:26 Car Loop Students report to Cafeteria.

3:28 Students are escorted by classroom teachers towards the front doors/bus line/daycare line.

- **CAR LOOP**
 - If you are picking your student up at school with a vehicle, you are encouraged to sign up for Car Loop. When registered for Car Loop, you will be given a number to place on the dashboard of your car. The Car Loop line runs one lane outside of the sidewalk (so busses can access the curb) along the length of the school to the back of the school. When you arrive at the exit door at the back of the school, your student will be prompted by staff to walk to your vehicle. The Car Loop takes a few extra moments, but you would not have to park or exit your vehicle.
- **STUDENT PICKED UP AT SCHOOL BUT NOT THROUGH CAR LOOP**
 - All other students (not in the Car Loop) exit at dismissal through the front door.
 - If walking off of school grounds, please use the sidewalk to walk towards W. 24th Street and use the **crosswalk** to cross the street.
 - For adults who are driving to pick their students up and are not using the car loop, it is imperative that everyone park their vehicle in the parking lot and walk up to the front door to walk the student to the vehicle. PLEASE DO NOT PARK ANY VEHICLE IN THE CAR LOOP. THIS WILL BLOCK THE CAR LINE AND PREVENT BUSES FROM ACCESSING THEIR NEEDED SPOTS. If you park in this area, you will be prompted by staff to move your vehicle. As a safety precaution, please do not have your student walk from the front door across the parking lot to access your car; we do not have staff available to help escort students across the traffic of the parking lot.
 - When waiting at the front door for your student, please stay a distance from the front door so all children can be seen as they exit through the door.
 - It is critical that students being picked up by families at dismissal are picked up promptly at the time of dismissal.

- Any students who remain at the school after 4:00 PM may be picked up by our Department of Safety and Security for supervision.
- **BUS RIDERS**
 - Will report to their bus line inside of the school.
 - Attendance for bus riders will be taken so PLEASE LET THE OFFICE KNOW WHEN YOUR CHILD HAS DIFFERENT ARRANGEMENTS FOR GETTING HOME.
 - When all of the students are in the bus line and the bus has arrived, an adult will walk students out to the bus.

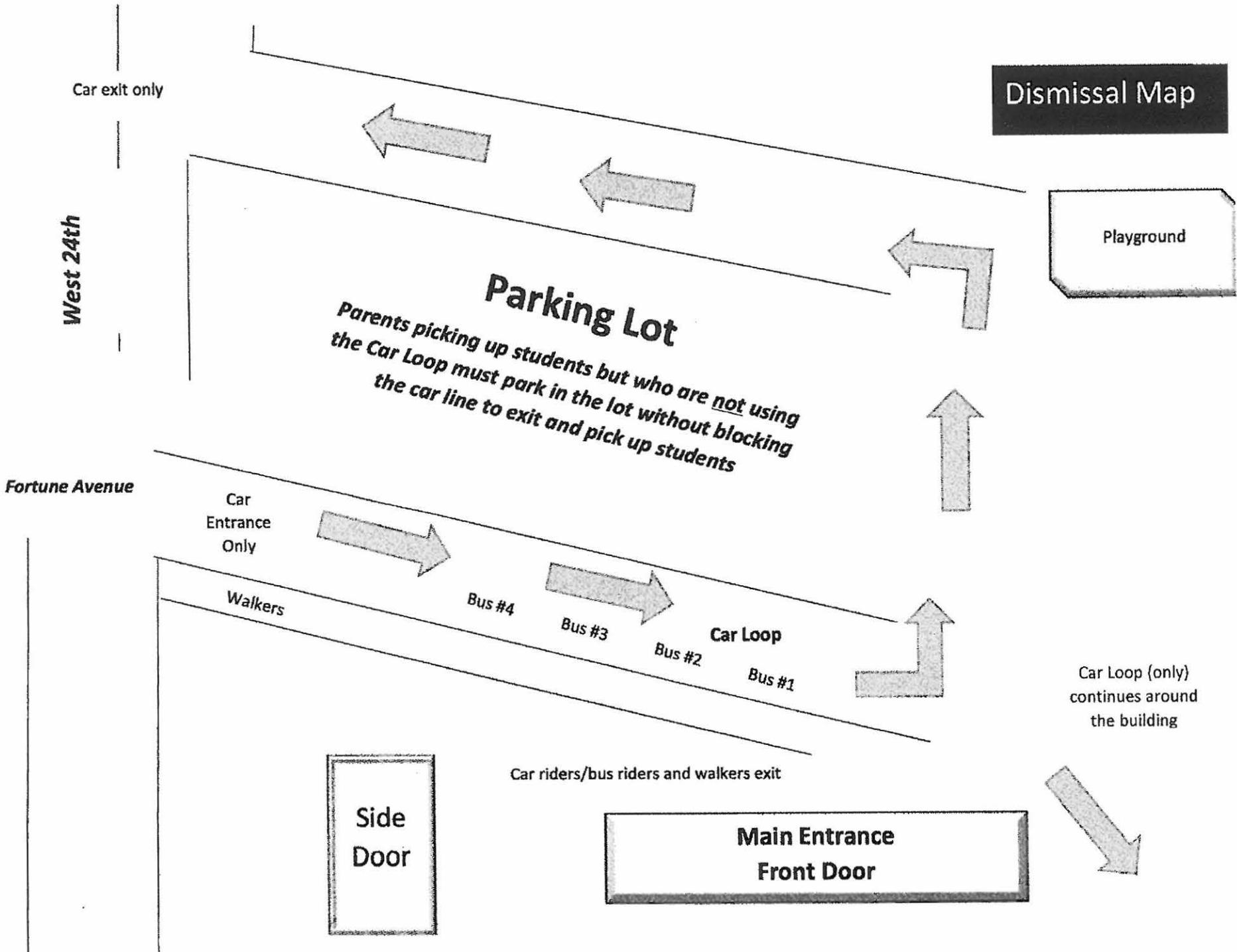
Important Notes:

- ❖ **Parking your car in the aisles.**
 - Please use a parking space. Parking along the sidewalk congests the parking lot and prevents busses from accessing the curb. Handicap parking spaces should not be used unless you have a permit.
- ❖ **It is one way in and a separate way out of the lot.**
 - Cars should enter on the side that comes in through Fortune Avenue and exit by turning right on to W. 24th street.
- ❖ **Yelling at staff and other parents/family members.**
 - Be patient.
 - We are able to move the traffic in about 15 minutes with cooperation from those picking up and dropping off students.
 - This will not be tolerated; many children's eyes and ears are watching and listening.
- ❖ **Dropping your child(ren) off prior to 8:30 AM creates a safety concern.**
 - School Breakfast begins at 8:30 AM
 - Students that arrive prior to 8:30 AM, will NOT be permitted in the building due to supervision not being present at this time.
- ❖ **Handicap Parking.**
 - When leaving the handicap spot, look out for moving traffic and walking families in the parking lot.

Please cooperate and follow these safety guidelines to ensure a safe arrival/dismissal process. Failure to comply with the safety rules will result in your license plate number being reported to the Parma Police Department and our Department of Safety and Security.

Thank you for your support and cooperation to keep all of our children safe.

Dismissal Map



John Muir Car Loop Guidelines

In order to get our students out of the building safely and remove some of the congestion in the parking lot at the end of the day, we will continue to implement a car pick up line in the back of the building for our car riders. You can sign up to be part of the Car Loop at any time during the year and can begin using the Car Loop once you receive your numbered card. We ask that those in the pick up line move in an orderly fashion down the right hand side of the entrance drive and around the back of the building where your child will be escorted to the car from the rear cafeteria doors. Please do not stop in this area or exit your car at any time, as this will back up the flow of traffic. Please complete the bottom portion of this sheet (ONE PER FAMILY) and return it to the office. We will assign you a number and provide a card to be displayed in the window for pick up. Be sure to have your card displayed in your window in a visible location so that staff may call the children out quickly. For safety reasons, students will not be released to anyone who does not display the assigned card distributed by John Muir. Should you need an additional or replacement card, please contact the office. Thank you for your cooperation and continued efforts to keep our students safe.

1. Please **CLEARLY** display your family number in the passenger side visor when turned down. We need to be able to see it!
2. Cars should proceed **SLOWLY**.
3. Drive **ALL** the way forward to the next available cone where your child will meet you.
4. Please **DO NOT CALL** your child to the car. They will be waiting patiently at a cone for you.
5. Please **DO NOT get out** of the line for any reason-not even to go around other cars.
6. **PLEASE NO TALKING ON CELL PHONES.**
7. **CHILD(REN) NEED TO BUCKLE** their own seatbelts – please do not get out of the car to buckle and our staff may not help to buckle.
8. **Students will not be released to anyone who does not display the assigned card distributed by John Muir.**

Let us know if you have any questions/concerns.

THANK YOU FOR HELPING US TO KEEP OUR KIDS SAFE!

Please list the names and room numbers of students that you will be picking up.

Student name _____ Room _____

Student name _____ Room _____

Student name _____ Room _____

Assigned Card Number (completed by office) _____