

## Chapman's Retreat Arrival and Dismissal Procedures

### Arrival

**Car Riders:** Must enter and exit on FERGUSON RD.

- Drop off begins at 8:25 a.m.
- Parents will form ONE lane of traffic on the inside lane closest to the hill
- All vehicles must pull forward to the end of the sidewalk
- Please place vehicles in park
- Students will exit vehicles on the right passenger side
- Additional adults will supervise and escort students safely to the sidewalk
- Safety Patrol will assist students on the sidewalk
- Any students requiring the support of an assistant may be dropped off in the parking area to their designated assistant
- Students will enter the back of the school and go to the gym until the first bell rings at 8:35 a.m. At that time, they will go directly to their classrooms

**Walkers:** Townhouse and path walkers may enter the front of the building at 8:25 a.m.

**Bus Riders:** Will exit the buses in the front bus loop and enter through the front doors

**ONLY BUSES AND STAFF WILL ENTER THE FRONT BUS LOOP BEFORE 8:45 A.M.**

**PARENTS MAY NOT PARK OR DROP OFF/PICK UP IN THE CIRCLE NEAR THE TOWNHOMES**

**ALL STUDENTS ARE EXPECTED TO BE IN THEIR SEATS AND READY TO LEARN BY 8:45 A.M.**

### Dismissal

**Car Riders:** Must enter and exit on FERGUSON RD.

- Car riders will be dismissed to the cafeteria at 3:40 p.m.
- Each family will be given a car rider pass with your child's name on it. This pass will be collected daily by our dismissal staff. Cars without a pass will be asked to park and go to the office to show identification
- No students will be dismissed in car line without a school issued car pass
- Students will wait quietly in the cafeteria until notified by a staff member to line up in the car rider lane
- Parents must form two lanes of traffic as they enter the back circle to pick up students
- Please do not block the exit with two lanes
- Loading will be limited by zones
- Once stopped, please turn your engine off and stay with your vehicle. A staff member will ensure that the name on your decal is called so that students can be dismissed for loading

- Please refrain from waving your child to you while cars are moving
- Once all students are loaded and the staff has cleared all areas, vehicles will be released by zones
- The second wave of cars will pull forward for loading and the process repeats itself
- If a child is late to the loading zone and causes a parent to wait, the parent will be instructed to park so that other cars may continue with dismissal
- Leaving your car in the driveway to come into the building is prohibited during arrival, dismissal and at all other times

**Walkers:**

- Any path walkers will be dismissed from the gym.
- Townhouse walkers will be dismissed through the side doors closest to the front school sign
- Please inform your teacher if you are meeting your walker, otherwise walkers will be dismissed to walk home
- Parents of car riders choosing to walk in nice weather may pick up their child in the front office by showing their car pass. The student will then be called to the office for dismissal
- Parents may not park in the front lot or front circle to pick up walkers

**Bus Riders:** Will remain with their grade level in the hallway until their bus number is called. Assigned teachers will escort students to their buses.

**DISMISSAL BEGINS AT 3:45 P.M. AND ALL STUDENTS SHOULD BE PICKED UP AT THAT TIME. STUDENTS THAT ARE PICKED UP LATE 3 TIMES WILL BE ASKED TO REGISTER WITH SACC (SCHOOL AGE CHILD CARE).**