

## **CIPS: Arrival and Dismissal Procedures**

### **Arrival: Bus Riders**

Bus riders arrive at the school starting at 8:55AM. Buses drop off students at the two main entrances facing Foster Center Road. Students in grade PK through 2 are dropped off at the first door and students in grades 3 through 5 are dropped off at the second door. School staff are assigned to monitor bus rider arrival at both doors to ensure student safety.

### **Arrival: Car Riders**

Car riders can be dropped off starting at 8:55AM, when supervision begins, until 9:05AM when supervision ends. Drivers should use the drive-through lane in the parking lot near the kindergarten playground for drop-off. Drivers should pull up to the first signed drop-off spot where staff are waiting to receive students to drop-off students. Please have students ready to exit the cars and please remain in your car to help reduce delays during drop-off. If your child needs more time to exit the car, please forward past the drop-off spots for your child to exit. After dropping off, please exit the parking lot using the same entrance - do not pull in front of the school as this lane is reserved for buses only during drop-off and pick-up times.

PK students only

AM PK car riders can be dropped off starting at 9:00AM using the same drop-off procedures listed above.

PM PK car riders can be dropped off starting at 12:15PM using the same drop-off procedures listed above.

*Please note, car riders being dropped off after 9:05 are considered tardy and need to be brought into the school by a parent or guardian using the main office entrance.*

### **Dismissal: Bus Riders**

Bus riders are dismissed to their assigned buses at 3:25PM. Students in grades K through 2 board their buses at the first entrance. Students in grades 3 through 5 board their buses at the second entrance. Staff are assigned to both bus dismissal doors to ensure students board the correct bus and student safety. Buses depart once the buses are fully loaded.

### **Dismissal: Car Riders**

Car riders can be picked up at 3:20PM. Drivers should use the drive through lane in the parking lot near the kindergarten playground and proceed to the first signed pick-up spot. Staff will check IDs and escort students to the car once identification has been verified. Drivers should remain in the cars and promptly leave the pick-up area to reduce delays

during pick-up. Drivers should exit the parking lot using the same entrance - do not pull in front of the school as this lane is reserved for buses only during drop-off and pick-up times. To help expedite the pick-up process and reduce delays, please put a sign, see example below, on your passenger-side dashboard stating your student or students' name and grade. This will help us to identify your car and bring your student to the pick-up area more quickly.

*Please note, car riders must be picked up by 3:35 PM when supervision ends.*

PK students only

AM PK car riders can be picked up at 11:30AM using the same pick-up procedures listed above.

PM PK car riders can be picked up starting at 2:45PM using the same pick-up procedures listed above.

Sign example:

**Student Name**

**Grade**