

# SCHOFIELD Arrival and Dismissal Procedures

*PLEASE MAKE CERTAIN that all adults (babysitters, nannies, grandparents, etc.) who may be dropping off or picking up children at Schofield are aware of these procedures.*

NO STUDENTS SHOULD ARRIVE AT SCHOOL PRIOR TO 8:15 a.m. *(except for bus students)*

- Upon arrival, students should go to areas on the blacktop that have been designated for their grade level.

Children arriving after 8:30 a.m. should enter through the front door.

- Check-in at the Main Office to place a lunch or milk order.
- Pick up a "Please Admit" pass to let the teacher know they have been checked in. Depending on the circumstances (i.e. weather), they may or may not be recorded as tardy.

All outside doors except the front door will be locked at 8:30 a.m. The front door will be locked at approximately 8:45 a.m. Children arriving after the door is locked should ring the bell and they will be buzzed in. Please make sure your child has entered the building before leaving.

## **MORNING ARRIVAL - from 8:15 a.m. to school start time at 8:30 a.m.**

The play structures and swings are closed during morning arrival. From 8:15 a.m. to the start of school, children should not be on the swings or playground structures. Parents who bring younger siblings must supervise their children and not allow them to be on the swings or structures.

### **ARRIVAL BY CAR via Cedar Street**

Due to the high volume of traffic at the beginning and end of the school day, arrival and dismissal can be difficult and potentially dangerous.

- The roadway to the left coming down the hill is ONE-WAY at arrival and dismissal to allow for exiting traffic. The only exception is for buses.
- There is NO PARKING in the spaces facing the basketball court during drop-off or pick-up. Please use the crosswalk to get to cars parked facing the island or along the exit roadway. Children may not cross without an adult.

- Please observe the traffic pattern on the dashboard car sign.
- Dropping children off by car, enter the Schofield driveway and STAY RIGHT. REMAIN IN THE QUEUE at all times --- NO PASSING.
- The first four vehicles from the crosswalk should have their children exit the cars at the same time. This will expedite the arrival process.
- Drop children off through the RIGHT-SIDE CAR DOOR onto the SIDEWALK. Drivers must remain in their vehicle (unless needed to unbuckle the child).
- STAY IN LINE until the car in front of you pulls out. Exit LEFT after the crosswalk. Do not enter the circle near the front door BEFORE 8:30 a.m. This area is for buses and handicapped parking only.

**Front Circle: NO ENTRY BEFORE 8:30 a.m.**

**There is no parking in the STAFF parking lot in front of the gym--thank you!**

### **INDOOR ARRIVAL via Cedar Street**

**INCLEMENT WEATHER** - light rain, snow, cold.

Follow regular drop-off procedures previously described.

- Children should come into the building upon arrival via the playground blacktop area. Staff will check the area frequently to make sure no one has remained outside.
- EXTREME WEATHER conditions - heavy rain, thunder & lightning. Students may enter the building as early as 8:00 am

## **AFTERNOON DISMISSAL ARRANGEMENTS**

EARLY DISMISSALS and/or CHANGE IN REGULAR DISMISSAL PLAN

Telephone and email requests for non-emergency changes in after-school or dismissal plans are discouraged.

1. Please make plans before your child leaves for school in the morning.
2. Please send changes on the yellow dismissal slip provided by the school via backpack for students to give to the teacher.  
(Additional pads are available in the office.)

UNEXPECTED CHANGES of YOUR CHILD'S DISMISSAL DURING SCHOOL HOURS

\*Notify the Main Office as early as possible (*no later than 10:30 a.m.*) if a child will be dismissed early or is going home another way.\*

- Enter last minute changes through the “Report Absences Online” button on the Schofield website by 10:30 a.m. at the latest.
- Report to the Main Office to sign out your child if he/she is leaving early. Please do not go to your child's classroom to drop off or pick up your child at any time. Students may not use school telephones to make after-school arrangements.

## **AFTERNOON DISMISSAL - 3:05 p.m. DISMISSAL (12:00 on Wednesday and other Early Release Days)**

Staff members will escort all children from their classrooms to the following locations:

- Bus riders are escorted to the bus.
- Walkers who are going up the back path exit from the Mod side door should proceed immediately up the back path. Kindergartens need to be met by an adult at the door for release. If a K is not met by an adult, the student will be escorted to the main office for pick up.
- Walkers who are going up the hill to Cedar Street are dismissed by the blacktop door. Students should walk up the sidewalk by the basketball court and up the hill to use the crosswalk.
- Walkers who are picked up by adults will wait in the walker line in the gym.
- Children picked up by car will wait in the gym.
- Drivers should wait in the drop-off area until the buses clear the front circle.
- Drivers may proceed to the front circle once the buses have left.
- ***Parents should display the lime car sign with the child's last name on the visor.*** All drivers should make certain to be in their vehicles when the dismissal bell rings at 3:05 p.m.

## **BACK PATH TRAFFIC FLOW**

All traffic should approach the area by way of Emerson Road to Fiske Road. Do NOT turn left onto Kipling Road. From Fiske, turn left onto Damien Road so that all traffic is on the right side of Damien facing Walnut Street. Please park on one side of the road only - the side closest to the path. Children should exit and enter cars from the right side and avoid going into the street. Please leave sufficient room near the crosswalk so that sight lines are clear. When Damien is full, additional cars should use the right side of Kipling (facing away from Schofield) to permit children to enter cars from the passenger side.

## ARRIVAL AND DEPARTURE BY FOOT

Children should only cross the street in designated crosswalks with crossing guards.

- Children should never cross the street between parked cars.
- Crossing guards are scheduled to be on duty in front of Schofield on Cedar Street at the following times: 8:05-8:35 a.m. every day, 3:00-3:30 p.m. every day, except 11:55-12:25 p.m. on Wednesday and other early/noon dismissal days.

Please discuss with your child the need for adhering to safety rules when walking to and from the school.

## BICYCLES AND SCOOTERS

Children in grade three and above are permitted to ride their bike or scooter to school.

- The bicycle must be registered with the police department and have a registration sticker.
- Caution your child about the need for safe riding in and around the school area.

Bicycles and scooters may not be ridden on school property, **and must never be ridden on the back path from Damien**. During school hours, students must lock their bikes in the racks. Massachusetts state law mandates that all children 12 years of age and younger must wear a helmet when riding a bicycle. Bicycle riding to school is a privilege which can be revoked by the principal for unsafe practices.