

BRODHEAD ELEMENTARY

WALKER AND CAR RIDER

GUIDELINES/PROCEDURES



January 1, 2013

- Students who live in town **CAN** be walkers. Walkers will be dismissed at the southern end of the school which is where they have currently been exiting. The students are on their own to walk home. A teacher will bring them out of the building however they are not required to put them in your custody. That will be your responsibility. If you live in town and do **NOT** want to walk home you will need to go through the car rider lines. All walkers will need to exit the building and go directly home. **They should not** return to the school grounds until all parent car pick-up and buses leave
- **Morning Drop Off:** The students that are walkers or car riders should be dropped off at the front of the building. There will be an adult on duty to see that once the child leaves your custody he/she goes directly in the building. Students who plan on eating breakfast at school should arrive no later than 7:40 a.m. Parents will not be permitted to enter the hallways to meet with a teacher, talk with a cafeteria worker etc. between 7:30-8:00.
- **MIDDAY kindergarten and preschool drop off and pick up** will be completely different in an effort to make the school safer. All adults dropping of **kindergarten** students should line up in the right lane. You will pull up to the crosswalk and an adult on duty will supervise your child getting out of the car and into the building safely. If your child

is a **walker**, you should walk them to the front crosswalk and the teacher on duty will take them into his or her custody. **Drop offs** will not begin until **10:55**; there is no need to arrive before this time. Students that walk should **not** arrive before 10:55. We will no longer allow parents to wait in the front foyer. **Preschool parents**, dropping off or picking up a preschool student will need to be in the **left** lane of the parent pick-up area. Students being dropped off will be escorted from your car and into the building. **Preschool students being picked-up** will pull up to the crosswalk where an adult on duty will identify you by the car-rider number assigned to you and guide your child to the front door where one of their teachers will be waiting. This will take a few minutes longer but in a week or so it will become habit and will run smoothly. Please do **NOT** attempt to park in the parking lot and walk your child into the office. We will be running a closed campus except in a few special circumstances (ex. special student performances or school events, scheduled parent/teacher meetings, volunteering etc.) If you do not have a pick-up number sign for your car please see Ms. Satika Morgan and get one. If you are in line and do not have an ID you will be asked to park in the parking lot, come into the building, get a tag, go back to your car and get in the pick-up line to receive your child. We will strictly **enforce** these procedures.

- In rare cases you have emergencies that would require you to park in the parking lot to wait on your child. These situations must be **approved by the principal**.
- Students will not be released to adults at the front door. You must stay in your car for loading.
- **PLEASE DO ALL YOU CAN TO HAVE YOUR CHILD GO THE SAME PLACE ON A DAILY BASIS.** I realize from time to time you have emergencies and must call the school to change their midday or afternoon departure. If you have to do this, please call before 2:30. When we have to call classrooms to change where your child goes on a daily basis, it disrupts the learning process. The child becomes unsure and often scared worrying if they are going to the right place.

These guidelines/procedures are now in place to better insure the safety of your child. We appreciate your cooperation and support.