



## A. B. Combs Elementary School Arrival/Dismissal 2018-2019



The A. B. Combs Staff needs your assistance in consistently enforcing the carpool and walker procedures outlined below. With all of us working cooperatively together, arrival and dismissal will be safer and more efficient for all students, parents, and staff.

### **MORNING ARRIVAL PROCEDURES**

Children may arrive on campus **no earlier than 8:00am unless they are supervised by a parent/guardian, or they are enrolled in the Before School Care Program.** We encourage parents to help their child(ren) learn to enter the building independently whenever possible. When dropping students off in the carpool lane between 8:00am-8:30am, please make sure your child is ready to get out of the car when you arrive in the unloading area. Dropping off your student without adult supervision is a safety concern. In the morning, do not allow your child to get out of the car until an A. B. Combs staff member directs them to do so. It is our goal, in an effort to help parents and lessen congestion of morning carpool traffic, to start unloading cars at 7:50am. A carpool number is not required for morning drop off. All Before School Care students must be signed in by their parent/guardian.

Our tardy bell rings at 8:30am. Students arriving after 8:30am are tardy and must be signed in at the main office to receive an *Admit To Class* slip. If you bring your child(ren) to school after the tardy bell has rung, please park your car to bring them to the office. You are required to sign them in. Students arriving after 11:45am are counted absent for the day.

**Carpool:** Carpool students should only be dropped off or picked up in the carpool area. **Under no circumstances should any students be dropped off or picked up at the street, area cul-de-sacs, or back campus area. No exceptions.**

**Walkers:** Walker students should use the outside kindergarten entrance located by the front playground or the entrance by the 300 hallway if they are walking through the back cul-de-sac. Walkers should always use the crosswalks when crossing streets and sidewalks where available. At no time should walkers walk through parking lots.

### **AFTERNOON DISMISSAL PROCEDURES**

**Carpool:** All students who are picked up from school each day by car need a carpool number. All carpool students must complete a new application and return to the school office or your child's teacher no later than Thursday, August 30<sup>th</sup> for Grades 1 – 5 and Thursday, September 7<sup>th</sup> for Kindergarten. You only need a carpool number if your child is picked up from carpool in the afternoons. The application must include the names of all children in your carpool and the names of all adults authorized to pick up these children. Please help your child learn their carpool number! This will help expedite afternoon dismissal in a safe and orderly manner. Carpool numbers should be displayed, visible to the outside, on the rear view mirror.

We strongly encourage families to use the dismissal procedures we have in place. If you *must* come in the school to pick up your student, you must wait until after 3:00 to enter the building. Students will not be released 30 minutes prior to the close of the school day. Please let your child's teacher know when you plan to come inside to pick up your child. These students will be dismissed from the class after they are signed out in the office and called over the intercom. **Parents, under no circumstances, should pick up children from classrooms.** Please make sure that your child is picked up no later than 3:15pm each afternoon. Our staff has professional and personal commitments after 3:15pm and are not available to supervise your child after this time.

**Walkers:** Students are allowed to walk home from school with parental permission *if the student lives within a one mile radius of school.* Please complete the Walker Application and return to the school office or your child's teacher if you wish for your child to go home as a "walker." On the days you wish to pick up your child from school by car, you must display a carpool number using the carpool line following all carpool procedures. **You may not park and receive your child from the walker area.**

Once you complete the walker application, *Walker Cards* will be issued. When you come to pick up your child at dismissal, please present your *Walker Card* to the staff member on duty at the walker dismissal site, the kindergarten exit. This staff member will then release your child to you. If you do not have a *Walker Card*, you will need to come to the office to sign your child out. Please include all children on one application.

If you wish for your child to walk home by themselves, please write a letter of permission and submit to the office. Your child may then check out with the staff member and proceed home. **Walkers permitted to walk by themselves must immediately leave campus.**

*Once you meet your child, you must exit the A. B. Combs campus. The YMCA program has exclusive use of playgrounds from 3:00pm until 6:00pm each day. Once they arrive to utilize the space all others must leave. Please feel free to return after 6:00pm once the YMCA program concludes.*

**THANK YOU FOR WORKING WITH US  
TO KEEP ALL OF OUR CHILDREN SAFE!**