

Arrival-Dismissal Procedures

Dogwood Elementary



Dogwood Tree

Arrival-Dismissal Procedures UPK-5

August 2023

Dear Dogwood Parent/Guardian,

Wednesday, September 6th is the first day of the new school year and we are excited to have your child here at Dogwood! In an effort to create a safe and efficient drop-off and pick-up routine for our students, we ask that you review and adhere to the following guidelines. We also ask for your cooperation with the arrival and dismissal times as we are a neighborhood school with only one entrance/exit to the building. Dogwood Drive can get congested and become challenging to navigate if people do not stick to the times listed below. Out of concern for the safety of others and respect for our neighbors who live on Dogwood Drive, your efforts and cooperation are greatly appreciated.

Morning Drop-Off for Kindergarten - Grade 5

- Students may be dropped off any time from 9:20-9:30 in the morning.
- In the morning, for the safety of our students, pull into the front gate and bear right following the traffic circle in the front of our school and follow the directions of our security guards and other staff.
- Please have your child exit the vehicle on the passenger side only.
- Please stay in your car and allow school staff to help your child exit the car.
- Do not pull out in front of other cars. Please wait for the cars ahead and follow the line off school grounds.

Morning Drop Off for Universal Pre-Kindergarten Students (UPK)

- UPK students may be dropped off any time from 9:45-10:00 in the morning.
- In the morning, pull into the front gate and drive to the far left of our school. You may park on an angle along the front curb where our buses usually park. If this is full, use any other available parking spaces.
- Escort your child to the assigned pick up/drop off door by the cafeteria/front turf entrance. School staff will be outdoors to direct you.
- Sign your child in with his/her UPK teacher and promptly leave the parking area to make room for other UPK parents to park.

Afternoon Pick-Up for Kindergarten - Grade 5

- You may drive up Dogwood Drive beginning at 3:20 p.m. Gates will not be open for K-5 parents prior to 3:20 p.m. Please DO NOT drive up this road and park on the side of the street prior to then as this year we must allow UPK parents to drive up to the school and pick up their children beginning at 2:45 p.m. If K-5 parents arrive prior to 3:20 p.m. they will be blocking the entrance and Dogwood Drive for UPK parents who must park and sign their child out. School security will be on Dogwood Drive, moving cars along if they arrive earlier than 3:20 p.m.
- K-5 Parents should pull into the front gate and bear right following the traffic circle in the front of our school and follow the directions of our security guards and other staff.
- A staff member will have a radio and ask you who you are here to pick up. Please have your identification ready in the event you are asked.
- Please stay in your car and allow school staff to help your child enter the car.
- Please do not pull out in front of other cars. Please wait for the cars ahead and follow the line off school grounds.

Afternoon Pick Up for Universal Pre-Kindergarten Students (UPK)

- UPK students should be picked up at 2:45 p.m.
- UPK parents will be given a *UPK Parent sign* for their car dashboard.
- At 2:45 p.m. UPK parents can pull into the front gate and bear right following the traffic circle in front of our school. You may park along the front circle or in the parking spaces to your right as you enter the front gates if they are available. School staff will be outdoors to assist you.
- Go to the doors by the cafeteria/front turf area (same doors as morning drop off) and sign your child out with his/her UPK teacher and promptly leave the parking area to make room for other UPK parents to park. Please do not use this time to have a conference with UPK teachers. Please email them and they will call you to address any issues.
- Dismissal must be done promptly as we need to make room for K-5 parents and buses for K-5 dismissal.

Important Reminders:

- Drive slowly and carefully while on school grounds.
- Please give pedestrians in the crosswalks the right-of-way.
- By law, all bicyclists must wear a helmet while bicycling or riding as a passenger on a bike.

Please be patient as all learn our arrival and dismissal routines. This usually takes about a full week and then it will run smoothly. By working together we will make sure our students start and end their school day in a calm, safe manner. Thank you for keeping our children safe.

Sincerely,

Renee Carpenter

Renee Carpenter, Dogwood Principal