



## Arrival & Dismissal Procedures

Arrival and dismissal procedures are described in detail below. These procedures are aligned with arrival and dismissal for kindergarten through fifth grade students. All students in every grade level will be supervised during the entire arrival and dismissal process. Kindergarten students have additional layers of support and supervision during these times, and this extra help is described below as well.

### Arrival Procedures

The arrival process begins at 8:35 am when exterior doors will be opened and Ashland staff will be stationed outside and inside for supervision. School begins at 8:45 am and school staff will then begin their regularly assigned instructional duties.

#### **Car Riders**

Starting at 8:35 am, Ashland staff will begin supervising and assisting students for arrival. Parents and guardians in their cars will follow a one-way single line of cars off Bowmans Folly Drive into the second school entrance by the kindergarten playground. Parents and guardians should not park in the parking lot to drop off their child. We only provide this option as special accommodations for students with disabilities. Ashland staff will supervise this accommodation.

Parents/Guardians should not leave cars unattended while in the car rider line. The second entrance only should be only used for the car rider line since the first entrance is for the school buses to enter school. There are staff members helping to direct traffic at key intersections.

Parents/guardians may have their child exit the car in the car rider line along the curb anywhere between the kindergarten playground along the front of school up to the gym doors. At the same time, parents that are walking their child to school may also allow their child to begin entering school through the main front doors.



Once students enter school, they will be supervised in the hallway by Ashland staff at all times, with staff stationed at strategic checkpoints and hallway intersections. Students will enter the main door front door. They will be able to pick up breakfast in the cafeteria on their way to class.

**Kindergarten** - Kindergarten students will take their first right down past the library, and then turn right again at the T intersection (in front of the Believe in Yourself mural). Once they make that right, students walk straight down to the kindergarten classrooms that are all together. Teachers and/or assistants will be waiting by the door to welcome them into class.

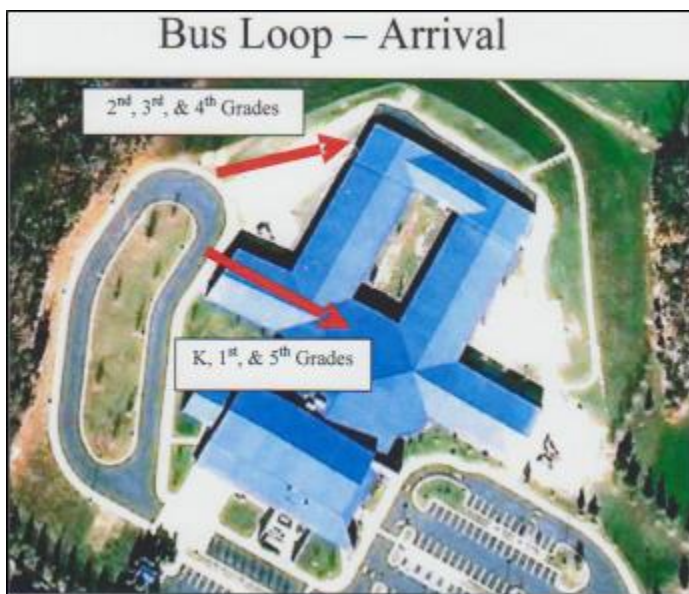
## Walkers

Starting at 8:35 am, students that walk to school or ride their bike may enter the school building through the main front doors. If parents/guardians are walking with their child, they should drop them off as soon as they get on the school grounds. Parents/guardians do not need to walk their child all the way to the school door. Ashland staff are in front of school helping to support and supervise students at that time. This also helps to reduce the amount of people and walking traffic in front of school.

## Bus & Day Care Van Riders

Students riding the bus can meet their bus at the designated bus stop. The list of bus routes are posed on the PWCS webpage and the bus number and bus stop should be found in ParentVue.

Starting at 8:35 am, students will begin exiting the buses that will be parked on the bus loop. Ashland staff will be stationed on the bus loop sidewalks to help support and supervise the arrival process. Students will enter school either the exterior doors that go directly into the 5th grade hallway or the exterior doors that go directly into the back hallway. Students will walk in lines to their classroom where their teachers will be waiting for them at the door.



**Kindergarten** - Kindergarten teachers and/or assistants will go bus to bus to collect students and escort them to the classroom. Students will enter the building through the exterior doors that lead into the 5th grade hallway. They will continue to be escorted straight down the hallway, past the story room, all the way to the kindergarten hallway at the end. Teachers and/or assistants will be waiting by the door to welcome them into class.

## School Age Child Care (SACC)

Starting at 8:35 am, students that attend SACC will be released to walk to their classrooms from the gym area.

**Kindergarten** - Kindergarten students will be escorted by SACC personnel down the hallway past the library and then turn right at the T intersection. Once they make that right, students walk straight down to the kindergarten classrooms that are all together. Teachers and/or assistants will be waiting by the door to welcome them into class.

## Dismissal Procedures

The dismissal process begins at 3:25 pm, which is the end of the school day. Exterior doors will be opened and Ashland staff will be stationed outside and inside for supervision. School staff will assist with the dismissal process in their assigned roles until all students are dismissed.

### Car Riders

Parents in their cars will arrive for dismissal by waiting in the car rider line and pulling up to the front of the building in line. Parents/guardians will use the one ways car rider line that begins in the 2nd entrance by the kindergarten playground.

If the line is already formed at the entrance, then cars should continue past the entrance down Bowmans Folly Drive. They should continue to an intersection or cul-de-sac and then loop back around towards school and then continue the car rider line. This extra loop helps to ease traffic flow from Warm Springs and 234. Parents/guardians in the car rider line must be supportive of neighbors while they are in line. Neighbors should be allowed to egress from their driveways if they need to do so. Neighbor's driveways should not be used to turn around or park in.



Starting at 3:25 pm, students will be dismissed from their classroom to walk down the hallways to the gym. Students will be spaced out in the gym. Staff will be both inside the gym and outside on the sidewalk with the car rider line. Staff will use a radio system to call numbers from the car tags into the gym. Students will then be escorted from the gym, exiting the gym doors, and then again escorted all the way to their parents' car. Staff will ensure that the numbers on the students' backpack tags match the numbers on the car rider tags. Staff will help inside the gym to ensure that all students hear their car rider number and have help to exit during their turn. Parents must register for the free car rider program to receive their car rider tag. Parents may not walk up to the gym door using their car rider tag to directly request their child.

**Kindergarten** – Kindergarten students will be escorted from their classroom to the gymnasium by either the kindergarten teacher or kindergarten teacher assistant.



Once in the gym, they will stay grouped together and organized by car tag number. They will also be escorted directly to cars based on their number being called.

## Walkers

Starting at 3:25 pm, students will be dismissed from class and walk down to the gym. Walkers will then be dismissed by Ashland staff through the gym doors.

\*Students that are considered walkers must live within the walker area, which is typically about a mile radius from school and where buses do not have assigned routes. Parents must also register and give school permission for their child to be walkers so we know exactly how parents wish to have their child dismissed.

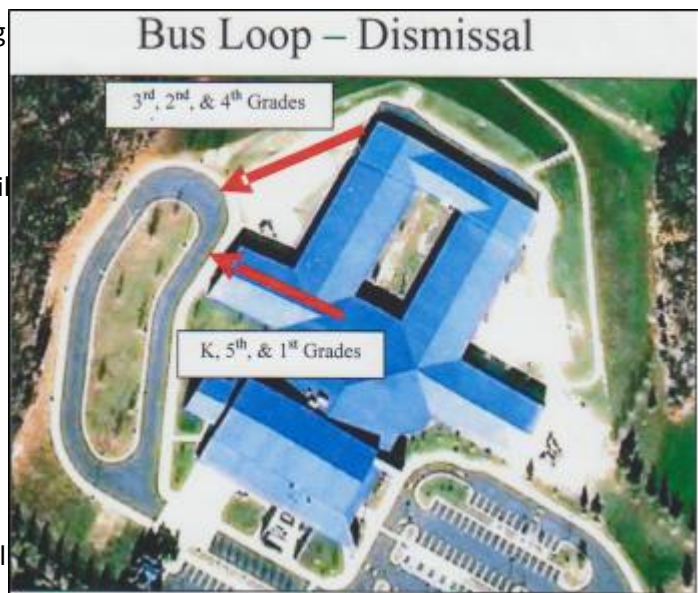
**Kindergarten** – Kindergarten students will be escorted from their classroom to the gymnasium by either the kindergarten teacher or kindergarten teacher assistant. Once in the gym, they will stay grouped together until their parent/guardian is present and the child is released directly to their adult.

Parents and/or guardians must be present for a kindergarten student to be dismissed. Someone on the child's emergency card that the parent/guardian has given permission could also come pick up the child, but parents/guardians will need to notify school for this. Students may be dismissed with older siblings only if they are high school grade levels or older.

## Bus & Day Care Van Riders

Starting at 3:25 pm, students will begin exiting their classrooms for dismissal as the buses arrive to pick up students. Additional Ashland staff will be on the bus loop sidewalks to help with support and supervision. Each student will have a tag on their backpack with their assigned bus identified. Staff will check to make sure the tag and bus match.

Students will be dismissed to their bus. Students will need written notes and prior approval from parents/guardians to ride any other bus with friends. There are also limitations on space on buses so this would have to be double-checked in the office as well.



**Kindergarten** – Kindergarten students will be escorted the entire time by a kindergarten teacher or assistant. Students are dismissed to the bus loop by exiting their class and then walking straight down the hallway, past the story room, and through the 5th grade hallway, exiting then to the bus loop. Students will continue to be escorted all the way to their assigned bus.

## **School Age Child Care (SACC)**

Starting at 3:25 pm, students that attend SACC will be dismissed and will walk down the hallways to the cafeteria where they will meet the SACC staff.

Kindergarten – Kindergarten students will be escorted by a kindergarten teacher or assistant as a group directly to the cafeteria. Once in the cafeteria, SACC personnel will begin the SACC afterschool program and start their afternoon snack in the cafeteria.

## **Miscellaneous**

### **Changes for Dismissal**

Ashland staff will dismiss students based on the plan that they know from the parents/guardians. This plan does not have to include the same mode of transportation every day. Students can, for instance, be both car riders some days and bus riders other days. Parents/guardians must let teachers know of any changes in dismissal in a timely manner.

### **Backpack Tags**

Every student at Ashland is provided with a backpack tag. The tag is attached to the student's bag and has written the method and details of how the child is being dismissed, including bus number and/or car rider tag number. Staff use this information to double check how kids are getting home each day.

### **Pets**

Pets are not allowed to be walked or carried with families on school property, specifically in the front of school by the entrance, during arrival and dismissal. Most pets are friendly and safe, but there have been issues in the past with pets biting staff, so we do not allow pets at this time. Pets with families also cause increased walking traffic during this time.