

# Ross Elementary Arrival and Dismissal Procedures

## Parent Drop-Off:

- **Students are not permitted to be dropped off before 8:55am. There is no supervision prior to 8:55am.**
- There will be two lanes for drop-off in the morning. One lane is designated for buses and the other for parent/guardian drop-off. The lane closest to the building is the designated bus lane and the outer lane is for parent/guardian drop off.
- Parents/guardians will pull to the end of the sidewalk where staff will cross the student to the building.
- **After 9:15am, arriving students must be accompanied by an adult into the building to sign them in. Any student arriving after 9:15 is considered tardy.**

## Walkers/Parent Pick-up:

**If your child is going to be a walker, a parent/guardian note must be sent to the classroom teacher detailing who will be picking the child up and the dates they will be picked up.** If you pick your child up each day, one note at the start of the school year is sufficient. If a note is NOT sent in, a child's verbal request will NOT be accepted. The child will take their normal means of transportation home. Please do not call the office with daily changes.

- **Dismissal will be at 3:40pm on a regular school day and 1:00 for a scheduled early dismissal.**
- Parent/guardian pickup lines will be in the front of the building with traffic entering from Main Road only.
- Parents/guardians may begin forming two lanes at 3:35pm.
- The lane closest to the school is for cars turning right onto School House Road.
- The farthest lane is for cars turning left onto School House Road.
- Upon student dismissal parents in the pick up lane are asked to stay in their vehicle as students are loading into cars.
- Staff will be present in the middle of the car lanes to help direct your child to the correct car.
- Once all students are safely loaded into their vehicles, the buses will depart first, followed by parents.
- Any parent/guardian who is walking their children to and from school is asked to meet them to the right of the main school doors when facing the building.

## Bright Horizons/Wee Care

If your child requires before or after school care, you may register with Bright Horizons or Wee Care. A note must be sent to your child's teacher detailing what days they are to go to after school care. A student's verbal request to change will NOT be accepted and they will take their regular means of transportation home.

## Bus Changes

We can NOT accept parent notes or verbal requests for a child to ride a different bus. If there is a need for your child to ride a different bus you must contact the transportation department in advance and request permission. They will then inform the building and driver if the change is permitted. You may reach the transportation department at 570-255-2719.