

Dear Discovery Families,

The energy in the air at Open House was palpable! Below are arrival and dismissal procedures.

Car riders picked up a placard for cars. Please display this at arrival and dismissal. Kinder students received a lanyard. Please fill out arrival and dismissal information. We ask that EVERYONE slow down and drive safely!

Teachers will be reading favorite stories on the Veranda today at 4PM. Please join us if you can!

All parents are welcome to a PTA Coffee on the first day of school at 9AM.

Warmly,
Erin and Judy

Arrival and Dismissal Procedures

The Why: Responsive Classroom calls for a warm greeting between teacher and student to start the day. To this end, teachers will greet students outside, welcome them, and walk them to their classrooms. Please know that for safety and security reasons, all exterior doors are labeled by number, not teacher name.

Arrival

All students on the first floor will report to their exterior classroom door. Teachers will greet each student and welcome them at 8:50AM.

Pre-K students will meet their teachers at the Kindergarten playground gate and then walk to the exterior classroom doors with their teachers.

Kindergarteners will meet patrols at the Kindergarten playground gate and then walk to their exterior classroom doors with their assigned patrols.

3rd grade students will gather inside the fenced area (near Door 2)

4th grade students will gather on the Solar Plaza (near Door 1)

5th grade students will gather on the green turf adjacent to the Veranda (near Door 9)

Students who eat breakfast will enter at 8:50AM from the Veranda at Door 9.

K Bus Riders will walk to their exterior door with their safety patrol.

1-2 Bus Riders will walk to their exterior door.

3-5 Bus Riders will walk to their morning area.

The News Team will enter at Door 1 with their News Team pass at 8:35AM.

Patrols will be stationed outside at various locations assigned by Mr. Duffy.

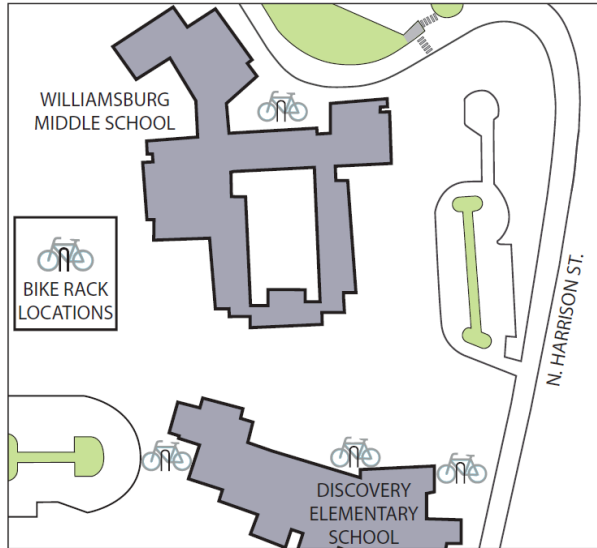
Extended Day staff will walk all K-5 students enrolled in morning care to their exterior locations where classroom teachers will greet students at 8:50AM.

Morning Car Drop-off Procedures

- Please do not park in the car loop before 8:45, during drop-off, or after 8:55 to allow teachers, staff, and visitors to pull through and park.
- Staff and safety patrols assist with morning drop off from 8:45-8:55AM.
- Cars enter the car loop single-file, and then use 2 lanes when approaching the unloading zone.
- Staff stand at the front of the unloading zone to guide cars into 2 rows and ensure all cars stop before students exit.
- Put cars in park, safety patrols will open car doors, and students exit cars.
 - Cars in Lane 1 (closest to the school) unload onto the sidewalk.
 - Cars in Lane 2 unload from the passenger side door(s) and students walk to the front of the unloading zone, and cross at the crosswalk.
 - Drivers remain in cars.
- No trunk/hatch use in the unloading zone. If a driver needs to unload items from the trunk/hatch, park in a visitor's spot.
- Staff signal for cars to leave the unloading zone when students have cleared the unloading zone.
- Drivers return to single-file and exit the car loop by turning onto 36th St.
- Students in PreK/Montessori should be walked to the building by an adult to meet their teacher at their designated spot. Please do *not* drop children off in the drop-off (blue) lane.
- All other students in grades K-5 should unbuckle seat belts and exit the drop-off area quickly; if students need more time, please park in order to assist your child.

Students who Walk, Bike, & Scoot

- Discovery and Williamsburg have 4 bike racks (see map).
- Students secure bikes and scooters with locks and store helmets in the classrooms.



Dismissal

Walkers

Pre-K and Kinder Walkers dismiss from the playground classroom door.
Grade 1-5 Walkers will be walked by staff to Door 1.

Car Loop Riders

K Assistants will walk Kinder Car Loop Riders to the Car Loop. Patrols will help open car doors.
Grade 1-5 Car Loop Riders will be walked by staff to the Car Loop. Patrols will help open car doors.

Bus Riders

Teachers will walk Bus Riders from their classrooms, exiting at Door 6, to the bus loop. Fifth grade patrols will walk Kinder students to the Bus Loop.

Extended Day

Staff will pick up Extended Day students and walk them to the Dining Commons

Afternoon Car Pick-Up Procedures

- Staff and safety patrols assist with pick up from 3:50-4:00PM and 1:30-1:40PM on Early Release days.
- Cars enter the car loop single-file, and then use 2 lanes when approaching the loading zone. The afternoon pick-up process is a DOUBLE line.
- Staff stand at the front of the loading zone to guide cars into 2 rows and ensure cars stop.
- Families will create home-made signs to display on their car dashboards with students' last name. Families display signs on dashboards at pick-up.
- Staff monitor and assist students to cars.
- Put cars in park and students enter cars.

- o Cars in Lane 1 (closest to the school) will load from the sidewalk into the back seat on the driver's side.
- o When the staff member signals, students for cars in lane 2 will cross at the crosswalk at the front of the pick-up line and enter into the back seat on the passenger side.
- o Drivers remain in the cars.
- No trunk/hatch use in the loading zone. If a driver needs to load items from the trunk/hatch, park in a visitor's spot.
- Once cars are safely loaded, staff signal for cars to leave the loading zone.
- Drivers return to single-file and exit the car loop by turning onto 36th St.
 - When the staff member signals, students for cars in lane 2 will cross at the crosswalk at the front of the pick-up line and enter into the back seat on the passenger side.
 - Drivers should remain inside the vehicle.
 - No trunk loading is allowed in this zone. If your student needs to load items into your trunk or if you need to come into the school, please park in a visitor's parking spot.
- Once all cars are safely loaded, the traffic monitor will signal for cars to leave the student loading zone.
- Drivers will return to single-file and exit the school parking lot by turning onto 36th street.
- Cell phone usage is prohibited while driving through the parking lot.
- Students should only walk through the white striped paths (don't walk across blue lanes or between cars).