



**Barton Hills Elementary
Arrival and Dismissal Procedures
2019-2020**

Arrival and dismissal at Barton Hills can be hectic, but if we all follow these simple guidelines, we will be able to manage the traffic smoothly and safely.

MORNING ARRIVAL:

Main building:

The main building will be open beginning at 7:15am. From 7:15 – 7:35: **ALL** students should be dropped off at main building and go to the cafeteria, where they will be supervised until teachers pick them up at 7:35. All children must wait in the cafeteria prior to 7:35. Families may not wait in front hallways. Please note that even on non-assembly days, there may be activities and announcements in the cafeteria prior to the students being released to their classrooms. Many kids love having this time together as a full school community. The classroom hallways will open at 7:35 am. Students need to be into their classrooms and ready to begin promptly at 7:40. The circle drive will have 5th grade helpers to assist drop off between 7:25 and 7:40 am.

****Mondays:**

Every Monday, we have a school wide assembly in the cafeteria beginning at 7:40 am. ALL children should be dropped off in the main building cafeteria BY 7:35 on Mondays.

FRONT CIRCLE DROP OFF

- There is **ONLY** one line of traffic for drop offs at the front porch. Stay to the right of the cones and drive beside the sidewalk.
- Please do not go around other cars. There should be one line exiting out of the circle drive.
- **Watch for pedestrians at all times.**
- Pull all the way forward and stop right before crosswalk.
- All cars need to pull forward so 5th grade safety patrol / staff can open car door.
- Students should exit car through door closest to school and walk along the sidewalk.

PARKING/WALKING IN

- **Park ONLY in the visitor parking spots or on side streets. There is no parking allowed along the school side of Homedale Drive where it is marked No Parking.**
- Adhere to the traffic flow rules when entering and exiting parking lot.
- When students enter the main building prior to 7:30, they will wait in the cafeteria. There is no waiting in the hallways.
- Say your goodbyes to your child in the front hallway and allow them to proceed by themselves to their classrooms.

AFTERNOON DISMISSAL:

Kinder through Third Grade

- There is **ONLY** one line of traffic for pick ups at the front porch. Stay to the right of the cones and drive beside the sidewalk.
- First cars in either lane should pull completely forward and stop in front of crosswalk.

- **Stay in your car at all times.** Staff will call students to walk to their car when their car is in range of loading area.
- If parent is on sidewalk side, student will load from sidewalk.
- Parents watch and wait for the guard to signal to pull forward.
- Students will stay in the designated holding area by grade level.
- Students should watch for their cars and listen for their name to be called.

PARENT PICK UP ON FOOT

- Park in the neighborhood
- Do Not park along Homedale Road on the school side. This is a no parking zone
- **DO NOT park in the bus lanes.**
- Please keep younger siblings/children next to you at all times.
- Use the sidewalk and paths to get back to your car safely.

Parent Pickup on Barton Hills Drive

- Park only on the east side of Barton Hills Drive
- Students should go to the crosswalk to cross Barton Hills Drive
- Do not stop in the bike lanes for students to get in the cars

OTHER REMINDERS

- For the safety of all, parents and students need to cross at the designated crosswalk. Do not cross through any traffic. Watch for cars and walk in all areas. There is a lot of traffic and many pedestrians moving around at dismissal. For everyone's safety, please have your full attention on getting your children to their car safely.
- When dismissal plans change, send a note to teacher in the morning with the new information or call the office **prior to 2:00pm**. After 2pm, changes in transportation are not guaranteed to be communicated.
- Students who have not been picked up by 3:05 will be brought into the office, where parents must sign them out.
- Remember that there is a \$200 fine for talking or texting while driving in a school zone. Our front circle drive and side parking lot is part of the school zone.
- **DO NOT PASS** any school bus that has flashing lights and the stop sign displayed. Buses have cameras that will send you an automatic ticket for passing a school bus.
- Leave all dogs at home when dropping off or picking students up on foot. While your dog may be the nicest dog around, unexpected reactions from children, adults, and pets may occur.

Thanks for your cooperation and help in getting our students to and from school safely!