



CoramElementary School

ARRIVAL & DISMISSAL

PROCEDURES 2020-2021

During morning arrival, parents are not permitted to exit their cars. It is expected that all cars follow the traffic flow patterns at each respective building.

Arrival at the Primary Building (K and 1st)

If you are dropping off a student at the Primary Building please enter the campus at **Gate B**:

- Students must enter the building via the Primary Multi-Purpose Room.
- There is a single lane only for student drop off. In the single lane, cars must pull up to the staff member stationed near the curb.
- A faculty/staff member will take the student's temperature while still in the car.
- Students must exit out of the right-hand side of the car onto the sidewalk and will be directed to the Primary Multi-Purpose Room
- As soon as the car in front of you begins to exit, please follow immediately, exiting from **Gate C**.

Arrival at the Intermediate Building (2nd, 3rd, and 4th)

If you are dropping off a student to the Intermediate Building please enter the campus at **Gate A**.

- Students must enter the building via the Intermediate Main Entrance.
- A faculty/staff member will take the student's temperature while still in the car.
- Students must exit out of the right-hand side of the car onto the sidewalk.
- Students will then wait in the Intermediate Cafeteria.
- Drivers will exit the campus from **Gate B**.

DISMISSAL

Dismissal will take place this year beginning at 3:10 for our everyday walkers/pickups who complete this form. Parents please arrive at the designated meeting areas at 3:00 pm. Primary parents use the Flag Pole and Intermediate parents please meet near the white flag. These locations are located at the front of the Intermediate Building. "Everyday" parents will need to exit their vehicles.

Parents who would like to have their child picked up regularly must complete the attached form. **Everyday pick-ups** (hereafter referred to as "Everyday Walkers") will be dismissed daily, unless parents notify the school as to exceptions. Following an initial signature verification, these parents will not need to sign their child/children out daily. They will wait outside by the designated areas. All other students will be placed on their assigned buses.

Parents who wish to pick up their child at dismissal, but not as an "Everyday Walker", must send their child in with a note or call the building prior to 2:45 to notify the school of dismissal plan. Please park outside the gates and walk to the respective building. **(Primary: Primary Multi-Purpose Room) (Intermediate: Main Entrance.)**



There will be no movement of cars in the bus parking lot until after all students are dismissed from the building.

- 1) Parents picking up our “Everyday Walkers” please begin to arrive at 3:00 pm in order to receive your child/ children in a timely manner.
- 2) Parents please continue to practice social distancing with masks while waiting.
- 3) Parents after you receive your child/children, we ask that you safely exit the school grounds in a prompt manner. This will allow for the bus dismissal to take place.
- 4) “Everyday Walkers” will be escorted by staff each day.
- 5) Parents who occasionally pick up their child will be doing so from K/1-Primary Multi-Purpose room or 2nd/3rd/4th-Intermediate Main Entrance. You will remain in your cars.
 - If you are not an everyday walker and you wish to pick up your child/children at dismissal, **you must call the appropriate office by 2:45**
- 6) We are asking for all other pickups to be phoned in prior to parent arrival to the school. This will allow us to retrieve your child and minimize parents in the building.



2020 - 2021
Coram Elementary School
“Everyday Walker”/Pickup
Authorization

I have read the dismissal procedures for Coram School. I understand that my son/daughter _____ in class _____ will **not ride the school bus** and will be **considered** an “Everyday Walker”. He/she will be dismissed each day beginning at 3:10 pm unless I notify the school in writing of an exception.

Date

Parent/Guardian Signature

Sign this form only if your child will not ride the school bus and will be picked up regularly.