

Dawson Elementary

**Procedures for
Dropping Off and Picking Up Students**

A note to the teacher, properly dated and signed by parent is required for students to be dismissed early or to be picked up at dismissal time.

ARRIVAL

- Students should be dropped off starting at 8:50 AM.
- Please maintain one-way traffic flow, entering school property via the access from **Bailey Rd.** Proceed to the rear of the building and around to the entrance at the glass corridor leading to the new music/gym addition.
- A faculty member will open the doors at 8:50 a.m. and students may begin to disembark one vehicle at a time. Vehicles should then proceed off the property by turning right exiting via Salisbury St. (**Vehicles SHOULD NOT exit to Bailey Rd.**)

Unless it is after 9:00 and students are accompanied into the office by a parent, students should not be arriving to school via the front parking lot. We have many buses dropping off many students, and it is unsafe for children to be navigating the parking lot and crossing the driveway between buses.

DISMISSAL

- Vehicles should follow the same traffic pattern as the morning drop-off above.
- Please display a sign in the front window posting the last names of the children being picked up to facilitate the process for the teachers supervising students in the pick up area.
- Vehicles should pull up to the exit doorway where faculty members will assist students in boarding the first vehicle in line.
- Vehicles should then proceed off the property by turning right and going out to Salisbury St. . (**Vehicles SHOULD NOT exit to Bailey Rd.**)

ALL PICKUPS AT DISMISSAL TIME SHOULD BE AT THE REAR OF THE BUILDING ACCESSING FROM BAILEY ROAD AS PER ABOVE.

EARLY DISMISSAL (BEFORE 3:30 PM) /LATE ARRIVAL (AFTER 9:00 AM)

Parent must report to the Office and accompany child into/out from the building.

DROPPING OFF/PICKING UP STUDENTS FROM RECREATION DEPARTMENTS BEFORE/AFTER SCHOOL PROGRAMS:

Park in front drive. Turn off vehicle and proceed into building via main entrance and proceed to cafeteria. Exit via either the cafeteria door leading out to front of building or proceed back out via main entrance.