

Laurel Woods Elementary School
Arrival and Dismissal Procedures for Car Riders and Walkers

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*We have over 500 students who either walk to school or are transported to and from school by car. It is important to follow these procedures. We are committed to making sure arrivals and dismissals are safe, quick, and efficient. We can only do this with the cooperation and patience of everyone.
Thank you.*

School Hours

9:00am - 3:30pm

Arrival

8:40am - First bell, doors open

9:00am - Final bell

9:00am - Front doors locked

**All children who arrive after 9:00 am are considered late and must be accompanied by a parent and be signed into school at the front office.*

Dismissal

3:30pm - Car riders dismissed

3:33pm - Bus riders are dismissed

3:35pm - Walkers are dismissed

*** We ask that you refrain from requesting early dismissal for your child between 3:00pm - 3:30pm. This is a very busy time for our office staff. If at all possible, we ask that you wait for dismissal at 3:30.*

Walker Procedures

* Walkers are NOT to arrive before 8:40 am. There is no supervision for students before this time and no protection for students from the weather.

* Pre-K and Kindergarten students are dismissed from the cafeteria.

* PreK, K, 1st and 2nd graders will enter through and be dismissed from the front main door.

* While waiting for primary students at dismissal, please leave room for students to exit the building.

* 3rd, 4th, and 5th graders enter through and are dismissed from their exterior doors. At dismissal, please wait for your child in these areas.

* Do not enter the building to wait for students to dismiss.

Car Rider Procedures

* Only use our designated car loop area to drop off or pick up students.

* Do not enter our bus loop or staff parking lot during the hours of 8:30am - 9:00am and 3:00pm - 3:50pm.

* Only let your child out of your vehicle at or after 8:40am. There is no supervision in place until that time.

* Never leave a car unattended in the car loop.

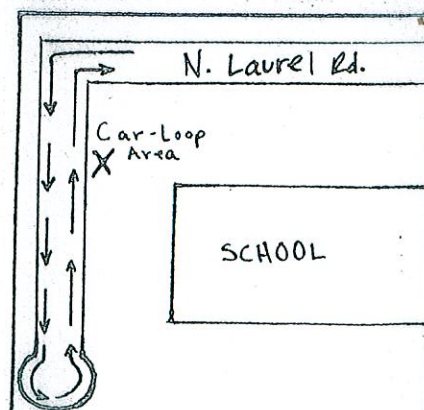
* **Do not** make a U TURN at any time on N. Laurel Rd.

* Do not bypass cars in car loop.

* Always have students exit car on passenger or curbside. Adults are not to get out of their car in the car loop.

* Remember to stop at the crosswalk to ensure the safety of all students.

* **Please pick up students on time.**



General Parking Rules

* The bus loop and staff parking lot is closed to cars from 8:30am - 9:00am and 3:00pm - 3:50pm.

* Do not park in a handicapped parking space without a permit.

* Do not park in fire lane.