**Marlowe Arrival and Dismissal Procedures**

Welcome to Marlowe Elementary! A safe and positive learning environment is critical to the success of our school. Please carefully read the following arrival and dismissal expectations. Your support with our procedures is greatly appreciated and ensures the safety of all our students.

**General Expectations**

1. School begins at 8:40 a.m. and ends at 2:50 p.m. Supervised arrival is between 8:20 - 8:40 a.m. Dismissal is between 2:53-3:00 p.m. All students need to be picked up by 3:00 p.m. Students not in class by 8:40 a.m. are considered tardy.

2. Free breakfast is available for Marlowe students in the cafeteria until 8:35 a.m. Breakfast will not be served after 8:35 a.m. Snack packs will not be available this year. Parents are welcome to join their children in the courtyard, but may not enter the cafeteria.

3. Students arriving prior to 8:40 a.m. must remain in a supervised area. Cafeteria will be open between 8:20 and 8:35. Team hallways will be open between 8:25 and 8:40. Parents are welcome in the courtyard, but may not enter the cafeteria, team hallways or classrooms. Students choosing to enter and wait in their team hallway instead of the cafeteria will not be able to get a breakfast.

4. School gates will be closed at all times except during arrival and dismissal. Anyone entering or exiting campus while the gates are closed must go through the front office.

5. There are designated areas for dismissal. Parents need to identify a consistent dismissal area for their child. Any changes must be communicated to the teacher in writing. Consistency is critical in ensuring the safety of all students.

6. Parents/guardians meeting students at dismissal must wait in designated walk-up-pick-up areas. The front of the school and the student loading zone areas **are not** a designated walk-up/pick-up zone.

7. Students arriving or leaving campus in a vehicle are considered car riders and should use the car loop.

8. The front parking lot is the designated visitor parking area. Parking **is not** permitted along any grassy area of campus. Use designated parking spots and crosswalks to ensure safety.

9. PreK/Headstart students will arrive and dismiss at the designated spot in the front of the building located in the west loop. (see map)

10. Dogs, pets, and smoking are not permitted on campus.

**Dismissal Areas**

Car Riders

1. There are two car loops (East and West). Students are escorted to the parent identified car loop. It is critical that parents pick up in a consistent loop. (See map.)

2. Supervised car unloading is between 8:20 - 8:40 a.m. Car loading is between 2:53-3:00 p.m.

3. The student loading zone areas are for staff and students only. If you are picking up a child who is waiting there, please remain in your vehicle. Walk-up dismissal is not allowed in the car loops or front entrance.

4. Individuals picking up students in the car loops must have a car tag. Display the tag on the rear view mirror during dismissal. If a car tag is needed, parents/guardians will be directed to the front office to be checked on the emergency card and issued a tag.

Walkers and Bike Rider

1. There are three dismissal areas (East, West, and Dahlia). Students are escorted to the parent identified walk-up/pick-up area. Students are expected to use the location that is closest to their campus exit. (See map.)

2. Supervised arrival is between 8:20 - 8:40 a.m. Dismissal is between 2:53-3:00 p.m.

3. Remain in walk-up/pick-up areas when waiting. Only approved adults and older siblings are permitted to wait and pick up students in these areas. School-aged siblings are not allowed to bring friends.

4. Parking is limited to designated spaces during dismissal. If picking up a student by car, use the car loop. Parking is not permitted along Dahlia or any grassy areas of the campus.

5. All students and families must use designated sidewalks and crosswalks according to staff directions. Bikes must be walked on campus.

6. Students need to be responsible and follow safety expectations.

7. Dogs, pets, and smoking are not permitted on campus.

 **Your support of these important procedures ensures**

 **the safety of all students.**

