

Arrival and Dismissal Procedures
Cashell Elementary School
2022-2023

The following information provides the details of the Arrival and Dismissal Procedures for the 2022-23 school year. We would like to make parents aware of our “behind the scenes” procedures so that parents can make an informed decision about the best arrival and dismissal routines for your family. Additionally, there are a few adjustments for the 2022-23 school year that we will rely on at school. Student safety is our priority. We are looking forward to a smooth transition into the new school year.

Students arrive and dismiss from school in one of four ways: bus rider, car rider, walk to school, or attend before or aftercare.

School Hours 9:00 a.m. to 3:25 p.m.
School doors open at 8:50 a.m. <i>Kindergarten students line up at the outside classroom doors by the bus loop. Walkers and Car riders will enter the building near the gym entrance.</i>
The first bell rings at 8:50 a.m. <i>Students move to enter their classrooms.</i>
The second bell rings at 9:00 a.m. <i>Morning announcements begin.</i>
If students arrive after 9:00 a.m, they are considered tardy. <i>Students must be signed in by a parent/guardian. There are instructions by the front door how to sign the students in.</i>

Arrival

Walkers and car riders will enter through the doors near the gym at 8:50 a.m. Staff members will be there to open the doors and greet our students. We ask parents to say goodbye at the doors so students can begin their day.

If you are dropping off in the carpool line, we ask that you move all the way to the end of the unloading zone, along the sidewalk adjacent to the school building. Staff members and patrols will help to open car doors for students. We ask that you remain in your car and allow us to help students out of vehicles. If your child is in a car seat, we encourage you to place it on the passenger side which makes unloading easier. For safety reasons, we do not like to unload children on the driver's side of the carpool zone as other cars may pass your car on the left. All students from the carpool line will enter the All Purpose Room along with all walkers.

New this year, students in grades 1-4 will line up by class in the All Purpose Room until the bell rings at 8:50 a.m. At this time, if your student is buying breakfast at school, he or she may proceed through the breakfast line and sit at one of the tables to eat. Breakfast is available on a daily basis but time is limited for eating. If your child is eating breakfast at school, we encourage you to make sure he or she arrives when the doors open at 8:50 a.m. to ensure enough time to eat. There will always be a staff member on duty to supervise line up procedures and students eating breakfast in the All Purpose Room. This year, additional staff, including grade level teachers, will help to supervise students and set expectations for morning line up.

Students in Pre-K, Kindergarten, and Grade 5 will line up in the kindergarten hallway upon arrival. This procedure is new for students in Grade 5. As our population grows at Cashell, it is necessary to find the appropriate space to best meet our needs for morning line up. As there is in the All Purpose Room, there will also be adult supervision from grade level teachers in the Kindergarten hallway from 8:40-8:50 a.m.

Kidsco is our before and after care provider. If your child attends Kidsco in the morning, at 8:50 a.m. Kidsco staff will assist in getting students to their designated locations.

Students who arrive to school by bus will unload busses at 8:50 a.m. or thereafter. They will enter through the doors by the “bus loop” and proceed to their classrooms. When the bell rings at 9:00 a.m., all students will proceed to their classrooms in an orderly fashion. Teachers and patrols will ensure all students arrive to classrooms ready to learn.

Dismissal

Changes have been made to our dismissal procedures for the upcoming school year. Again, student safety is our priority. We believe these changes will help to alleviate any confusion that was apparent at dismissal time in the past. To begin, all students will have a color coded backpack tag which indicates how they will leave school at the end of the day. On the first day of school, we will ask parents/guardians to fill out a paper confirming your student(s)’ dismissal procedures for the school year. Please look for the form [*Transportation Information*](#) in the packet of materials that comes home. Once we have this confirmation, your child will receive an appropriate color coded tag for his or her backpack which should remain all school year. The four backpack tags are:

- Car Rider - students who car ride to school and “Supervised” Walkers who meet parents
- Walker - “Unsupervised” Walkers who exit the rear door by portables
- Bus Rider - students who ride a bus
- KidsCo - students who go to KidsCo After Care

All kindergarten students will dismiss out their exterior classroom doors. Parents are asked to wait outside these doors to meet their kindergarten students. Older siblings will be allowed to dismiss through the kindergarten doors with their brothers or sisters. Please notify the upper grade homeroom teacher and the kindergarten teacher at the beginning of the school year so we know to expect your child in this location at dismissal time.

All bus riding students will dismiss to the hallway located to the side of the office which leads to the “bus loop”. There is no change to this location for bus riding students.

Only bus riders will dismiss to this location. Walkers will no longer dismiss through this door at the end of the day as in previous years. Any student dismissed at the bus loop door should designate “Bus Rider” on their Transportation Form.

We are considering walkers in two terms - “Unsupervised Walkers” and “Supervised Walkers.” Unsupervised Walkers are students that are allowed to walk home without a parent or with a group of students. Supervised Walkers are students that are met at school by an adult or older sibling.

Unsupervised walkers will be dismissed out the back door by the fifth grade portables. A grade level teacher will escort these students to the back door. These walkers will either walk to the left behind the school and across the field towards Hines Road or they will proceed to the right and follow the sidewalk to Cherry Valley Drive. Any student dismissed at the walker door should designate “Walker” on their Transportation Form.

Supervised walkers will meet their family at the All Purpose Room/car rider door. Any student dismissed at the All Purpose Room door should designate “Car Rider” on their Transportation Form. This simply clarifies the door in which they exit is the Car Rider door.

We will ask parents to gather in the grassy/sidewalk area outside of the All Purpose Room door and wait for the teachers in charge to dismiss your students to you. Please be mindful that dogs should not be on school property during dismissal and arrival times. In the beginning, it might take a few extra minutes to dismiss carpool riders and walkers through this door, but we are confident with everyone’s patience, we can minimize the amount of time it takes to dismiss all students and ensure all students are with the appropriate parent or guardian. Once you receive your student(s), please alleviate any congestion in this area by meeting with friends and having conversations away from the dismissal doors. Again, we appreciate your help to keep our dismissal time safe and manageable.

Carpool riders will meet in the All Purpose Room as in previous years. We encourage all carpool parents to fill out a visor card with your student(s)’ last name and hang it from your passenger side car visor. This will help make the carpool line move more efficiently each day. We will provide new visor tags to families that need them at the start of the school year. Students dismissed at the All Purpose Room door should designate “Car Rider” on their Transportation Form.

KidsCo is our before and after-care program for the 2018-19 school year. KidsCo staff will pick-up Kindergarten, First and Second Grade students directly from their classrooms in the afternoon. Other grade levels dismissing to KidsCo will make their way to the All Purpose Room with the help of patrols and classroom teachers. Students dismissed to KidsCo should designate “KidsCo” on their Transportation Form.

Lastly, if your student(s) has various ways they dismiss in the week, please note the schedule on the Transportation Form and the teacher will help determine which backpack tag best fits.