Arrival and Dismissal Procedures

Cashell Elementary School

2024-2025

The following information provides the details of the Arrival and Dismissal Procedures

for the 2024-25 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.

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.**  **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. |
| **The first bell rings at 8:50 a.m.**  *Students move to enter their classrooms.* |
| **The second bell rings at 9:00 a.m.**  *Morning announcements begin.* |
| **If students arrive after 9:00 a.m, they are considered tardy.**  *Students must be signed in by a parent/guardian. There are*  *instructions by the front door how to sign the students in.* |

**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 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.

Students in Pre-K, Kindergarten will enter the school outside their classroom doors. Please Park your car and walk your child to the door. 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. Teachers and patrols will ensure all students arrive to classrooms ready to learn.

**Dismissal**

All students will have a color-coded backpack tag which indicates how they will leave school at the end of the day. We will send a google form the week before school begins to request how your child/children will be dismissed. 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 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”.

**Only bus riders will dismiss to this location.** 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.

All walkers will be dismissed out the back door by the 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 the google Form.

In the beginning, it might take a few extra minutes to dismiss carpool riders and

walkers , 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 gym. 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.

**KidsCo** is our before and after-care program for the 2024-25 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.