

# Penny Creek Elementary

## ARRIVAL AND DISMISSAL

<b>Arrival Times</b> <b>8:50-9:10 a.m. Student Arrival</b> <b>9:10 a.m. First Bell Rings</b>	<b>Dismissal Times</b> <b>3:30 p.m. Regular Dismissal</b> <b>2:15 p.m. LIF Dismissal</b> <b>1:00 p.m. Early Release Dismissal</b>
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Many of our students arrive and depart from Penny Creek on assigned school buses. For those families that transport students to and from school by cars, we have designated specific arrival and departure options. Student safety is our number one priority at Penny Creek and we ask that you read through each option and select the method that will work best for you and your student(s).

### Arrival Options

- 1) Park and Walk** - This option is available for parents who would like to walk their students into the courtyard or cafeteria each morning.
  - Enter the parking lot using the east or center entrance.
  - Park in the east lot and walk students on to campus using the crosswalk.
  - Parents walk students to the courtyard or the cafeteria.
- 2) Kiss and Go Lane** - This option is available for parents who would like to drive up and drop off their student, while still remaining in the car. It is supervised until 9:10 am.
  - Enter the parking lot through the west entrance.
  - Turn right into the Kiss and Go loop.
  - Follow the Kiss and Go lane around in front of the gym, pulling forward to the covered area.
  - Stay in the right lane, making sure to drive slowly.
  - Driver remains in the car.
  - When the car come to a complete stop, the student unloads from the passenger side. Students walk through the undercover area and on to the campus.
  - Driver departs from the Kiss and Go lane by following the lane to the west exit on 132<sup>nd</sup> Street SE.

### Dismissal Options

For the safety of all students, we ask that prior to 3:25 p.m., all drivers either park to pick up students, or detour through our parking lot and circle around in order to avoid a back-up of cars onto 132<sup>nd</sup> Ave. SE. Cars and vans are not allowed in the bus and daycare loading zones in front of the main office areas or kindergarten play area.

- 1) Park and Walk** - This option is available for parents who would like to walk in and greet their students at departure time.
  - Enter the parking lot using the east or center entrance.
  - Park in the east lot and walk on to campus using the crosswalk.
  - Parents wait for students to be released from the doors located between Building A and Building D.
- 2) Kiss and Go Lane** - This option is available for parents who would like to drive up and pick up their student, while still remaining in the car. It is supervised until 3:45 pm.
  - Enter the parking lot through the west entrance. Turn right into the Kiss and Go loop. There are three ferry style lanes to wait in. At 3:35 p.m., a Penny Creek staff member will release each lane to pull forward to the student pick up point.
  - When the lane is released, follow the Kiss and Go line around to the front of the covered area. Make sure to drive slowly and to pull forward as far as possible. Students will be waiting in the undercover area.

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- Driver remains in the car. When the car come to a complete stop, the student will load into the car from the passenger side.
- Driver departs from the Kiss and Go lane by following the lane to the west exit on 132<sup>nd</sup> Street SE.

**Children may never walk through the parking lot unaccompanied.** In the morning, students should walk through campus (not across the parking lots) to the cafeteria for breakfast or courtyard and wait in their class line. Parents are invited to wait with their students, however, we ask that they establish a departure point with his/her student to say goodbye (courtyard doors, sidewalk, etc.) rather than walking students into the cafeteria or courtyard to help keep areas clear. Parents who decide to wait with their child in the cafeteria or courtyard will need to check in at the office and get a visitor sticker before joining their child in the gym or courtyard.

## **Checking out students before the end of the school day**

If it is necessary for a parent/guardian to pick up a student before Penny Creek's 3:30 p.m. dismissal time, a note must be written stating the specific date and time requested. Students who are dismissed during the school day must be signed out from the school office, by their parent/guardian (or adult designee) before leaving the school grounds. Students will be called from the classroom for dismissal once parent/guardian arrives at the office. For the safety and security of students, we will ask for photo identification.

Participation in all school subjects and activities are critical to the success of each child. Because our teachers use every instructional minute to teach students, we would ask that parents or guardians refrain from picking student(s) up from school early. The regular student day ends at 3:30 pm, and should parents wish to pick up students from school, we'd ask that you follow the parent-pick up procedures listed above. We do recognize that sometimes medical, dental and other important appointments cannot be scheduled outside of the student day, and we can take exception to these.

**On a regular basis, however, we would ask that students not be pulled out of class early for dismissal.**