

August 4, 2016

Hello Mitchell Families,

Thank you for the sending me the necessary information to move forward with our arrival/dismissal procedures. Your input and suggestions helped drive our plan that received the "all clear" from Central Office, the bus company and the Woodbury Resident State Trooper's Office. As you review this plan, please keep in mind the safety of our students is our number one priority. Please contact me with any questions. This arrival/dismissal plan will go into effect the first day of school, Wednesday, August 31<sup>st</sup>.

#### **Arrival:**

Children who ride the bus will be dropped off in front of Mitchell Elementary School and will enter through Door #1. Busses will enter the parking lot via School Street. Staff members will be outside to greet students.

Children who are walkers will be dropped off at the covered steps (near the gym), Door #6, to a staff member ready to greet them.

Children who ride to school in a car will be dropped off in the back parking lot. When parents leave the lot, they are only to turn RIGHT, so as to not interfere with our crosswalk. Staff members will greet students and students will walk along the path to the covered steps entrance (near the gym), Door #6, where another staff member will greet them.

Once inside the building, students are to head directly to their classroom, or to the cafeteria if they are eating/picking up breakfast. Our day begins promptly at 8:25.

#### **Dismissal**

Children who ride the bus will load busses in the front of Mitchell Elementary School with the aid of school staff members. Busses will enter via School Street.

Children who are walkers will be dismissed to parents on the covered steps (near the gym), Door #6. Walkers will then cross Washington Avenue at the crosswalk with the assistance of Officer Dickens.

Children who ride home in a car will be dismissed from the door to the gym (Door 7). Parents will park in their designated parking spaces in the back lot. Parking spaces will be determined through a lottery system. EVERYONE will have a parking space (this is why forms were sent out in late July gathering that information). The space you have will be your space for the year. You must **back into your space** upon arrival to ensure a safe departure. After parking, parents will pick up and sign out their child(ren) at the the door to the gym beginning at 3:15. Upon returning to your car, with your child(ren), Officer Dickens will give you the "all clear" when you may pull out. In our efforts to ensure our students are safe, we do not want anyone pulling out of his/her space when children may be around. Parents **MUST** wait for Office Dickens to give you the signal. Cars may only turn RIGHT when exiting the lot, so as to not interfere with our crosswalk.

#### **\*Additional Information**

**If I do not end up with enough parking spaces for my car pick ups, I will revisit the plan. If you occasionally pick up your child (i.e. dentist apt, etc) this lottery does not apply to you.**

Thank you for your support and cooperation, Jodie Roden

This form must be returned via paper copy or electronically by August 12th in order to inform families of their parking space number.

Dismissal Parking Space Lottery Form

Family Name \_\_\_\_\_