

# Jane Chance Elementary, **THE** place to be!

## ATTENTION ALL CAR RIDERS

### Safety expectations for Students and Parents:

As we look to improve our pick-up procedures, we have made some changes for the 2012-13 school year.

The following rules have been put into place to help maintain safety and order before and after school. Please help us improve our arrival and dismissal situations by following these rules consistently.

### MORNING ARRIVAL- CAR RIDERS:

- Students must be dropped off in the pick-up/drop-off area in front of Jane Chance Elementary.
- Drivers should pull forward to the first available pick-up/drop-off space.
- The drop-off/pick-up line will be continuously moving so we ask that you remain in your vehicle at all times.
- Students **MUST** exit the vehicle on the **PASSENGER SIDE** and should **NEVER WALK BETWEEN VEHICLES**.
- Students who are transported by vehicle to school may not enter the school before 8:45 a.m. Please remember that our arrival and dismissal times have changed. There is no supervision for children who arrive early; therefore, this is a safety issue.

Breakfast Time 8:45 a.m.-9:00 a.m.

1<sup>st</sup> Bell 9:00 a.m.

Tardy Bell 9:05 a.m.

### DISMISSAL- CAR RIDERS:

- Car riders **MUST** be picked up in the pick-up/drop-off area.
- Please wait in line inside your vehicle in the pick-up/drop-off area. Do **NOT** park and leave your car unattended in any parking lane.
- Drivers are expected to be courteous to one another, to students, and to staff members.
- When a staff member directs a driver to pull up to a certain area, it is expected that the driver will do so.
- Students will line up along the sidewalk while the vehicles pull up to the pick-up area.
- Students are expected to wait calmly and watch for their vehicles and not talk. This is for safety purposes.
- Students will be dismissed from two different locations; the front entrance for 3<sup>rd</sup> – 5<sup>th</sup> grades and the side entrance for K-2<sup>nd</sup> if they are a car rider.
- Students will be expected to board their car, on the right side of the vehicle, from the stop sign at the end of the parking loop to the main entrance of the building (approximately 12 cars loading at a time).
- The inner lane is **ONLY** for day care pick-up at 3:40. Once dismissal of students begins, this lane turns into an exit lane for **ALL** traffic.
- Once your car is loaded, use caution and you may exit using the interior loop or “Day Care/Exit Loop.” Please make sure that you obey all traffic laws and that all of us keep in mind the safety of our students.
- A majority of our staff is assigned to duty the first few weeks of school and will be out to assist in this change in our dismissal. These changes have been made to expedite the dismissal procedures and lessen the traffic back-up on Wood Rd. JCE has worked with Central Office personnel as well as Miami Township Police Department to address the needs of our students and our public.
- Dismissal time is 3:45. Students whose rides arrive late will be brought back into the building to wait in the office.

Dismissal Time 3:45 p.m.

### \*\* Picking up your child for an EARLY DISMISSAL:

If your child needs to be picked up early from school please park in the parking lot in the front of the building. Please **DO NOT** park in the drop-off/pick-up area. After you park your vehicle in the lot, please enter the front security vestibule to appropriately sign out your child with the secretary.

Please abide by the school's procedures for arrival to and departure from school. These rules and ordinances are in place to keep all individuals physically safe. Thank you in advance for your cooperation and patience.