

## Manchester Memorial Elementary School

John J. Willis  
Principal

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43 Lincoln Street  
Manchester-by-the-Sea, MA 01944

Tel: 978.526.1908  
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# Arrival and Dismissal Procedures 2020-2021

The procedures below outline our arrival and dismissal practices. The practices aim to meet the following objectives:

- to maximize student safety during arrival and dismissal*
- to provide ample staff supervision for all students on school property during arrival and dismissal*
- to maximize efficiency and structure of arrival and dismissal procedures*

Please remember that these procedures are in place to keep your child(ren) (our student(s)) safe! Thank you for doing your part to achieve the objectives above by adhering to our established routines/procedures.

### **Communication:**

- Communication with your child's teacher **and** the main office is crucial to our arrival/dismissal procedures.
- Parents/Guardians must inform the office of their child's default means of transportation to/from school via our emergency card. This will be communicated to your child's teacher by office staff.
- Any changes to your child's default dismissal must be communicated to the school via **hardcopy** written note. Notes should be sent to school with your child in the morning. Your child will give the note his/her teacher who will communicate the change with the office. Please use your child's first and last name on the note.
- **Emergency** change in dismissals must be communicated to the office (before 2:30) via telephone or email to Cindy Dodge ([dodgec@mersd.org](mailto:dodgec@mersd.org)).

**Pets:** We respectfully ask that pets are not brought onto school property. This includes dogs, etc. Many children are allergic to or have fears of animals. Additionally, animals on school property during arrival/dismissal can present a safety hazard.

**Walkers and Bikers:** Walking and biking to and from school are options for children in grades 3-5 (or K-2 students with an older, responsible sibling) who live close enough to the school to do it safely. Weather conditions and safety should be taken into consideration when deciding if your child should walk/bike to/from school. Bikes/scooters/etc. must be walked while on school property and children must wear a helmet. Bikes must be secured to the bike rack with a bike lock.

- Parents wishing to dismiss their child as a walker/biker must give written consent for their child to walk/bike to/from school by indicating such on their child's emergency card. By having their child dismissed as a walker (front or back), parents assume

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responsibility for their child once they leave school property. School staff supervision is not available once children leave school property.

## **Arrival Procedures:**

Students in grades K-5 may arrive at school no earlier than 8:05 AM. Students will report to the playground or the lobby area (inclement weather) for supervision at 8:05 AM until the first bell rings. Under no circumstances should any child arrive to school before 8:05 AM as this presents a major safety concern and there is no supervision on the playground before 8:05 AM.

### • **Car Drop-off:**

- All students being transported to school in an automobile will be received curbside in the main traffic loop of the school.
  - PK students ONLY will be dropped off in the PK/Bus Loop.
  - K students will be dropped off in the main loop along with the grade 1-5 students (*new*).
  - Grade K-5 students will be dropped off in the main loop in the designated loading/unloading zones (Numbered 1-12).
- All drivers must remain in the line of traffic and wait until their child(ren) can safely exit the automobile directly onto the sidewalk.
- All children must exit the vehicle on the passenger side and proceed directly onto the sidewalk. Please plan ahead with the placement of car seats, etc. so that your child can exit the vehicle safely and quickly.
- All vehicles should adhere to safe driving practices and should not idle while waiting to drop off children. Please no cell phone use while driving on school property.
- All students will report directly to the playground or to the lobby (inclement weather).
- Drivers must remain in their vehicle at all times. *Drivers should pull as far forward as they can before releasing their child(ren).*

### • **Bus Drop-off:**

- Buses and PK parents ONLY will use the Pre-K/Bus Loop
- All children K-5 will exit the bus and report directly to the playground or to the lobby (inclement weather).

### • **Brook Street Parking Lot**

- ***It is not recommended that parents use the Brook Street Parking Lot for student drop-off.*** Please see car drop-off instructions above.
- However, should you use this parking lot, parents must walk their children to the playground to be received by school staff. As Brook Street and the field is not school property, supervision is not available until children are on school property (rear playground area).

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## **Dismissal Procedures**

*K students will be escorted by K staff to the designated areas of dismissal.*

- Dismissal for students in grades K-5 is at 2:55 PM. Dismissal procedures will begin at 2:45 PM when the school will prepare for dismissal. This includes students packing backpacks and retrieving coats, etc.
- **Car Pick-up:**
  - All students being transported in an automobile will be dismissed curbside in the main traffic loop of the school. **This includes all children in grades K-5.** All drivers must remain in the line of traffic and wait until their child(ren) are in a designated loading zone.
  - All vehicles must display their family name tag on the passenger side window or windshield/sunvisor.
  - Staff members will assist your child to your car once it is in a designated loading zone.
  - All children must enter the vehicle on the passenger side directly from the sidewalk in a designated loading zone (numbered areas). Please plan ahead with the placement of car seats, etc. so that your child can enter the vehicle safely and quickly.
  - All vehicles should adhere to safe driving practices and should not idle while waiting to pick up children. Please no cellphone use while driving on school property.
  - Drivers must remain in their vehicle at all times.
- **Bus Pick-up:**
  - Buses ONLY will use the Pre-K/Bus Loop during pick-up.
  - All children K-5 will report to the A-wing hallway to prepare to load the buses.
  - K students will be escorted by K staff from the classroom to the buses.
- **Brook Street Parking Lot:**
  - ***It is not recommended that parents use the Brook Street Parking Lot for student pick up. Please see car pick-up instructions above.***
  - However, should you use this parking lot parents must meet their children on the playground and walk with them to their vehicle. As Brook Street and the field are not school property, supervision is not available once children leave school property.
  - Parents should meet their K-2 child on the back playground if they choose to dismiss their K-2 child as a walker.
  - By dismissing a child as a walker, the parent assumes responsibility for the child once they leave school property. Supervision is not available off of school property.