

## Arrival Procedures 2023-2024

Arrival will begin at 7:45 am and we will only be utilizing Gate 4. This gate will remain open until 8:20 am. Promptly at 8:20 am Gate 4 will close and we will pivot to our single point of entry, located at Gate 1.

All children will make their way to the cafeteria upon arrival and homeroom teachers will pick up at their designated times. Students **WILL NOT** be allowed to wait unsupervised for teachers in the courtyard or in the hallways. Additionally, the safety, security, and well-being of our students, faculty, and staff members are of utmost importance at CGE. Therefore, **PARENTS WILL NOT BE ALLOWED IN THE BUILDING DURING ARRIVAL TIME**. This will assist us in ensuring that your children get to where they need to go without distraction. We believe that putting these systems in place from day one will make for a smooth transition as the week progresses.

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## Dismissal Procedures 2023-2024

All students in Kindergarten through fifth grade will be issued a dismissal number and we will utilize this system to dismiss students. The procedures are as follows:

Parents who **WALK** will pick their child(ren) up at Gate 4. \*See Appendix A

- Parents will show the number sign to the staff member, who in turn will message teachers.
- Teachers will dismiss students once their number appears in the application.
- Staff members will be in the hallways to guide students to the designated pick-up area.
- Students will not be released without the number sign.
- Parents who **ARRIVE IN A VEHICLE** must **REMAIN** in the vehicle.
- Parents will get in the car line and show the number sign to the staff member, who in turn will message teachers.
- Teachers will dismiss students once their number appears in the application.
- Staff members will be in the hallways to guide students to Gate 3, the designated exit for car riders.
- Students will not be released without the number sign.
- Students who go to Peacock Park, Tennis, Flips and Friends, and Karate will be escorted to the grassy area at Gate 1.
- Gates 1 and 2 will remain closed during dismissal, therefore, visitors will not be allowed in the building until dismissal is complete.

\*\*\*Car Riders in Pre-Kindergarten will be escorted to gate 3 by Ms. Suarez. Pedestrians/Walkers will be escorted to gate 4 by Ms. Carolyn.\*\*\*

## APPENDIX A

We are instituting this system to eliminate congregating, chaos, and confusion. We cannot remain organized if we do not have your assistance and cooperation. We need to work together for a smooth execution. Please adhere to the following procedures:

- Parents who are picking up at Gate 4 should line up in an orderly fashion so that school site staff can quickly and smoothly input numbers.
- Parents **MUST** stay in line.
- We will not release students if parents are crowded around the gate.
- Students should not be receiving text messages from parents telling them to exit the building. This is unsafe. **ONLY** school site personnel will be dismissing students.
- If the method of pick-up is changing for the day, parents **MUST** notify both the main office and the classroom teacher by 12 NOON.
- Fairlawn at Coconut Grove Elementary Program (aftercare) dismissal will not use numbers for pick up. Parents will sign out aftercare once regular dismissal is complete.