Cole School
Arrival and Dismissal Procedure

In order to conduct a safer, more efficient arrival and dismissal procedure at Cole School, we ask that you follow the following procedure for dropping off and picking up your children.

ARRIVAL

1. Parents dropping off students to school may pull into the loop behind the school **no earlier than 8:45 for the AM Session and 12:35 for the PM Session.**

2. Students in K-3 will enter the building through the doors by the gym. Students in grades 4 and 5 will walk along the sidewalk and enter the doors at the end of the grade 4/5 hallway. Teachers and staff will monitor entry into the building.

DISMISSAL

1. Parents picking up students after school must have an **8.5" x 11"** sign located in the front passenger side window with the **last name** clearly and boldly written to be viewed from a distance.

2. Cars will pull into the loop behind the school up to the back set of doors by the gym **no earlier than 11:25am for AM Session and 3:15pm for PM Session**.

3. Students will be dismissed in the order that cars are waiting in the queue. **Students will only be allowed to enter the car through the passenger side doors**.

4. Once students are safely seated in the car, parents will continue out through the back loop and merge with buses at the front loop, if needed.

5. The back loop should hold 100 cars bumper to bumper. However, if there is not enough room in the queue in front of the school, parents should pull into the parking lot and queue around the cars and wait to be directed to the back loop. This overflow queue will keep cars off of High Street and out of the bus loop in the front of the school.

6. Parents are asked not to exit their vehicles at any time. In addition, we would ask that parents **refrain from using cell phones** at this time so that driving distractions are kept to a minimum while around school age children.

7. If you need to enter the building for any reason, you must pull into a legal parking space in the parking lot.

KEEP SCROLLING FOR MAP

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STUDENTS

Grace Farrar Cole

BUSES

PARENT CARS