



Eastplain Arrival and Dismissal Procedures

Please review the following document carefully in order to best help us have a smooth start and end to our day.

ARRIVAL:

The back exit is designated as a **“quick drop-off” for vehicles going Eastbound only (headed toward Broadway)** and for **families that plan to walk to the back door during arrival**. Please do not park on the Eastbound side. Cars are expected to stop only to drop-off children and then they should quickly pull away.

- Students in grades K-5 may enter through any of the doors in the front or the walker arrival exit in the back of the school (Pre-K Wing). However, for consistency we recommend our Kindergarten children enter through the front center doors as this area provides the most supervision.
- Students who arrive by bus will enter through the back doors of the Kindergarten wing.

DISMISSAL:

By now, you should have completed the dismissal form sent to you via email indicating the arrangement that works best for your family. Should you need to change your dismissal arrangement, please contact the office. In order to accommodate our new pre-school dismissal area, in addition to providing adequate space for all parents picking up, please note the following for dismissal:

- **Kindergarten, 1st & 2nd Grade:** We will be starting our dismissal process at 2:55pm. All bus and after-care children will be escorted to the appropriate dismissal areas and all remaining **kindergarten students** will be dismissed out the East Wing front doors (front doors closest to the playground), **1st grade students** out the West Wing front doors (front doors closest to Brookline Drive) and **2nd grade students** out the front center doors (main entrance).
- **3rd, 4th & 5th Grade:** We will be starting our dismissal process at 2:57pm. All bus and after-care children will go to the appropriate dismissal areas and all remaining **3rd grade students** will be dismissed out the West Wing front doors (front doors closest to Brookline Drive), **4th grade students** out the front center doors (main entrance), and **5th grade students** out the East Wing front doors (front doors closest to the playground).

Please note that the back exit **will not** be utilized due to pre-school dismissal. If you have children being picked up in multiple grades, please start with the youngest child first before moving locations to pick up an older child.

***AS A REMINDER: Cars are not permitted to park along the curb on the south side of the street where the buses park as indicated by the “NO PARKING SIGNS”. Students who leave by bus will exit through the doors of the Kindergarten wing.**

****All adults must have photo ID on them when picking up. Students will only be released to an adult with ID who is on their approved pick up list.**