

Paloma Creek Elementary

Parking, Arrival & Dismissal Procedures

Morning Traffic Tips and Procedures

Here are some handy tips and procedures for parents dropping off children in the morning:

- **Car Riders may be dropped off at the front & back entrance beginning at 7:20**
- All students walking or dropped off will enter the front door of the school or the cafeteria doors at the back of the school.
- You are welcome to park in the visitor parking, and walk your child into the school. Do not park (leave car unattended) in the front or back drive. Do not get out of your car to help your student while parked in the drop-off lane. If a student needs assistance for any reason, please pull over and park, then escort your child across the traffic to the correct door.
- Use the right lane of the front & back drive to drop off children.
- Use the left lane of the front drive for access to the visitor parking, or to proceed to the exit.

Do not unload children from the left lane causing them to walk between cars in the right lane.

Student Arrival

- Students arriving between **7:20a.m. and 7:35 a.m.** may enter through the **Front or Back** entrance and will report to:
 1. Cafeteria if they will be eating breakfast
 2. Kindergarten, 1st & 2nd will wait in the Cafeteria until 7:35 bell
 3. 4th & 5th will wait in the Gym until 7:35 bellStudents must report to one of these areas and will not be allowed to congregate outside the building
- The **first student bell** will ring at **7:35a.m.** and the **Tardy** bell rings at **7:50a.m.**
- Students arriving between 7:35a.m.-7:50a.m. may enter through the front door, cafeteria doors will report directly to the classroom
- Students arriving after 7:50 a.m. **Must** enter through the **Front** door to receive a tardy pass before they may enter class.

Student Dismissal 2:50 p.m. for all students

Front Pick-up/Back Pick-up

- **Car tags are to be used only when students are being placed in a car in the car line by a staff member.**
The children will wait in the school & will sit by car tag number until their number is called for pick up.
- **Please help your child learn their car tag# and what it looks like.**
 1. All families desiring car tags will be issued 2 car tags with an assigned number.
 2. Please display the car tag on the front mirror of the car.
 3. Cars without a car tag will need to park and come to the office to check out the student. Identification will be required and must match contacts listed on the enrollment information.
 4. If a student is picked up after 3:05p.m., the parent will need to come in to the school and check them out from the office.
- **All Walkers** will line up in their regular dismissal lines. Once the bell rings all walkers will make their way supervised to the 2nd/3rd grade hallway exterior exit. Prior to exiting our building older siblings will connect with younger brothers and sisters. At that time teachers will escort students out in a single file line. They will walk down the south sidewalk of our campus and across the crosswalk. Two things will happen once our staff and Paloma Creek students reach the south side of the crosswalk: 1. Upper grade students and sibling groups will be allowed to continue walking home using the sidewalk that goes south on Navo Road and into the Paloma Creek North neighborhood. 2. Kinder and 1st grade students meeting with parent guardians will be checked out at this location.
- **Bike Riders** will follow walkers out walking their bikes behind walkers all the way to the crosswalk.
- Guardians, please encourage your student to remain on our community sidewalks at all times when walking to and from school.
- It is our goal to ensure that all of our students get home safely at the end of every school day