

ARRIVAL AND DISMISSAL

Children should **not** arrive at school prior to 8:00 am at which time they will be allowed to enter the building using door 1 and 6. Students riding the bus will enter the building using door 12. **(Please refer to diagram on page 8.)** It is imperative that students arrive to school **no later than 8:10 am**. However, in the event that a student is tardy (later than 8:10 am) a parent must accompany them to the office, using the main entrance, to sign them in for the school day.

Since teaching continues until 2:30pm, please expect that students will actually leave the building between 2:35 and 2:40pm.

In the event that there is a change in your child's transportation plan, please send in a written note to your child's teacher. Please note that only children who qualify for busing may ride a bus to/from school.

At dismissal, bus riders should line up to meet their bus at the bus queuing area. During inclement weather, the children will be given special instructions to keep them warm and dry.

Immediately following dismissal, students may remain on school grounds only if they are supervised by an adult.

Traffic Pattern and Procedures –

The children's safety is foremost in our minds. It is for this reason that these procedures have been developed. We greatly appreciate your cooperation and support in following these procedures.

Walkers:

- The City of Naperville in conjunction with the School District has developed a "Safe Walk Route to School" map. This can be found on our district website at www.naperville203.org
- Walkers should use sidewalks whenever possible and available crosswalks.
- Walkers should enter the school grounds using the paths across the park, Sara Lane or Muirhead Avenue.

Bus Riders:

- Children will be dropped off in the bus zone at the curb. At dismissal, children board buses parked in the bus zone from the gym.
- Students may only ride the bus to which they are assigned. In instances in which a bus rider must ride a different bus, a note from the parent requesting permission **must be** received and initialed by the principal.

Bike Riders:

In accordance with the School District policy, children in third grade and older may ride their bicycles to school. Bike racks are provided. All bikes should be locked. Children should use the crosswalks. They may NOT ride through cars in the parking lot. For everyone's safety, children and adults must walk their bikes or any other equipment (skateboards, scooters, etc.) once on school grounds. The use of skates, rollerblades, skateboards, and scooters are not allowed on school property.

Car Traffic:

- Due to the volume of traffic, we appreciate your cooperation. Our goal, and yours, too, is to provide a safe environment for our children.
- **Sara Lane should NOT be used for drop-off or pick-up**
- Do not park by the curb! You may be ticketed for parking by the curb or using Sara Lane for drop-off and pick-up. Parking by the curb greatly inhibits the flow of traffic and this can result in tardy students.
- The pick-up/drop-off lane on the west side of the school (lot A) SHOULD ONLY BE ENTERED FROM TRAFFIC HEADING EAST ON MUIRHEAD AVENUE and EXIT ON MUIRHEAD AVENUE *TURNING LEFT ONLY (west)*
- The pick-up/drop-off lane on the east side of the school (lot B) SHOULD ONLY BE ENTERED FROM TRAFFIC HEADING WEST ON MUIRHEAD AVENUE and EXIT ON MUIRHEAD AVENUE *TURNING RIGHT ONLY (east)*
- **USE CAUTION UPON EXITING AND STOP FOR PEDESTRIANS IN CROSSWALKS**
- Avoid use of the Meadow Glens Park parking lot during arrival and dismissal
- **Use your provided rear view mirror name tags when dropping off or picking up your children**
- Be **COURTEOUS** and **CAREFUL**.

For Safety:

- Pull forward, staying in the arrival/dismissal lane, as far as possible, next to the curb to allow children to safely enter/exit the car. Require children to use the passenger side only to enter/exit the car. Vehicles must pull as far forward as possible before children enter/exit the vehicle from a passenger-side door.
- At dismissal, students are reminded that vehicles will pull forward in the pick-up lane. Students must remain behind the yellow line until the vehicle has come to a complete stop before attempting to enter the vehicle.
- **PLEASE DO NOT ASK CHILDREN TO WALK THROUGH THE FRONT PARKING LOT TO MEET YOUR CAR.** (Children are difficult to see between cars and we wish to avoid unsafe situations.) **CHILDREN MUST BE ACCOMPANIED BY AN ADULT TO ENTER THE PARKING LOT; USE CROSSWALKS.**
- Crosswalks are provided for safe crossing of students and other pedestrians. Please, be attentive to posted signs, crosswalks, and follow the direction of our staff and safety volunteers. **DO NOT BLOCK** the crosswalk or drop-off areas.

WE THANK YOU, IN ADVANCE, FOR YOUR COOPERATION IN HELPING TO PROVIDE A SAFE AND EFFICIENT ARRIVAL AND DISMISSAL FOR OUR MEADOW GLENS' SCHOOL COMMUNITY. A SPECIAL THANKS TO THE VOLUNTEERS AND STAFF WHO HAVE OFFERED TO SUPPLY EXTRA HELP TO ASSIST OUR CHILDREN AND TO MONITOR TRAFFIC!

Other Helpful Hints and Reminders:

- Often a prearranged, routine meeting place helps children, especially younger children, feel more secure at dismissal time.
- Lots A and B are both available for drop-off and pick-up for **all** grade levels.
- Students are strongly encouraged to keep all electronic devices (cell phones, MP3 players, video games, etc.) at home. If a student must bring a cell phone to school, it must remain off during school hours. Additionally, it is required that parents provide a written note to the teacher if a cell phone is sent to school with their child. This will allow your child's teacher to know that you have given permission for the cell phone to be in the backpack during school hours.
- It is prohibited by law to use a cell phone while driving in a school zone.