

Sutherland Elementary

Arrival/Dismissal Procedures

Please be sure to carefully review and follow the procedures below for arrival and dismissal. **Your cooperation with these procedures is essential to the safety of ALL students each day.** Our goal is to move traffic in and out of our campus as quickly and efficiently as possible. We appreciate your help and support.

In order to maintain student safety, please do not park in the lots at The Villas of Beacon Groves or Fox Chase to meet your child before and after school. This is private property and you risk being towed from that location. We have defined processes for arrival and dismissal with adult supervision put in place for the safety of your child. Your partnership in adhering to these processes will allow us to provide a safe and efficient traffic pattern for all vehicles and pedestrians.

The tardy bell rings at 8:45 am, and all children are expected to be in their seats in the classroom at that time. We strongly recommend that students arrive on the campus no later than 8:40 am so that they will arrive on time for class. A tardy pass will be given to all students who arrive in the classroom after 8:45 am. Tardies are monitored by our Child Study Team.

Breakfast begins at 8:15 am in our cafeteria. Students must be in the cafeteria no later than 8:35 am to receive their breakfast. Once the tardy bell rings, the cafeteria is closed, and your child will be considered tardy.

Students will not be permitted into classrooms until 8:30 am each day. They will be held in their drop off area (car line, front sidewalk, or cafeteria) until 8:30 am and then will be permitted to go to class.

Common Terms:

Bus riders – students who arrive/dismiss on a Pinellas County School bus

Van riders – students who arrive/dismiss on vans owned by local, private day care centers

Car riders – students who arrive/dismiss in a privately owned vehicle using the car line (car tags will be provided to you)

Bike riders – students who arrive/dismiss on bicycles (secured in the designated bike corral)

Walkers – students who walk home; students who meet parents on the sidewalk

Arrival Procedures (8:15 am – 8:45 am)

Morning arrival begins at 8:15 am. **STUDENTS SHOULD NOT ARRIVE ON CAMPUS PRIOR TO 8:15 AM.** There is no adult supervision in our designated drop off areas prior to 8:15 am. Pre-K students are the only exception. Pre-K arrival takes place in the front car line between 8:00-8:15 am. If you arrive after 8:15 am, you will need to park and walk your student into the front office.

Kindergarten arrival is from 8:15 am-8:45 am in the **FRONT** car line, accessed via the **NORTH** gate. Students will exit their cars on the passenger side of the vehicle and proceed through the red Kindergarten doors.

Grades 1-5 must be dropped off in the **BACK** car line, accessed via the **SOUTH** gate (siblings to Kindergarten may be dropped off in the front with their siblings). The gates open at 8:15 am each day. Students should exit the car on the passenger side of the vehicle and enter the building through the red doors at the north end of the car circle by Post #1.

Bus riders, Walkers, and Bike Riders enter the building through the red Kindergarten doors under the covered walkway.

Dismissal Procedures (2:50 pm – 3:15 pm)

Only Buses, Day Care Vans, Pre-K and Kindergarten vehicles will be allowed to enter the **NORTH** gate between 2:30 am and 3:15 pm each day. Traffic will enter the north gate and exit through the center gate. Pre-K dismissal begins at 2:30 pm to get our smallest Seahawks buckled in and safely dismissed before all other students.

Back car circle traffic uses the **SOUTH** gate. The gate leading to the back-car circle will not open until 2:35 pm each day. **Please do not arrive early, as the traffic will back up onto Belcher Rd. The Pinellas County Sheriff's Department monitors traffic flow and will not allow traffic to be impeded on Belcher Rd.** There will be two lanes of traffic coming into the back car circle at dismissal. While waiting to move forward, please **DO NOT** block the pedestrian crosswalk.

2:50—Bus riders and Van riders will be called to come to the front car line at 2:50 pm. **ALL** students who go home this way are expected to proceed directly to the Kindergarten entrance in the front of the school.

2:53—Walkers and Bike Riders will be dismissed at 2:53 pm to the appropriate pickup area. If you walk to pick up your student, you **MUST** wait at the sidewalk on Belcher Rd. No parents or guardians are allowed to walk onto campus during dismissal. Kindergarten walkers will be escorted to the crosswalk by a staff member.

2:55—Car riders will be dismissed at 2:55 pm. In both car lines, the staff member on duty will read your child's last name from the car tag and direct you to a numbered station. Once the child has been safely loaded into the car and it is safe to do so, the driver may exit the campus.

2:57—R'Club students will be called to the cafeteria at 2:57 pm. R'Club pickup will **NOT** be allowed prior to 3:15 pm to allow students that dismiss immediately after school to be picked up and off campus in a timely fashion.

The first few days are always hectic. It is very helpful to everyone, and it shortens the waiting time, when drivers stagger their arrival times. Parents are not expected to be present in the car lines until after 2:50 pm when dismissal begins. Since we only have room in our car circle for about 75-90 cars at once, there is not enough room to have everyone pick up at exactly the same time. As always, your patience, help, and support is greatly appreciated!