

# Roosevelt Elementary

## Arrival and Dismissal Procedures

*Our GOAL is SAFETY for all children*

**All pick up and drop off areas are designated as NO CELL PHONE ZONES**

The staff and safety patrols are present to facilitate safety. If we all try to be part of the solution, we can help to keep our students safe at Roosevelt! We appreciate your help!

Approved Crosswalks: Ferdinand and Obispo, Concordia and San Luis, Concordia and Obispo. Concordia and Tacon is not an approved location to cross. You are responsible for walking your child across the street at designated crosswalks.

**All students entering or exiting campus through the Walking Gates should be walking. It becomes a safety hazard when cars park along neighboring streets to drop off or pick up walking students. Parking on Concordia, Ferdinand, Tacon, San Luis, and Obispo slows down the car line by hampering the exits and making it difficult for pedestrians.**

Please use the designated car line, walking routes, green line or consider parking at Corona Park (3702 W Corona Street .6 miles ~ 12-minute walk) and walking to or from campus to alleviate some car traffic.

### **WALKERS/BIKERS PROCEDURES**

Walkers may arrive on campus through the Front Gate at Ferdinand Ave. or the Back Gate back near Dad's Club Pavilion.

Pick up Locations and procedures for ALL students walking home that are being met by a parent or Guardian.

PICK UP LOCATIONS -You must have your ID and car tag or a picture of the car tag on your phone to pick up your student.

- Front Gate on Ferdinand
- Back Gate on Concordia near San Pedro

Please arrive at 1:55 (Tuesday-Friday) and 12:55 (Monday) to pick up your student at one of the above locations. A teacher will walk a group of students to the location to ensure safety. We ask that you adhere to the pick-up locations to limit dismissal confusion and increase the safety of all students.

### **Independent Walker**

Please email your child's teacher and the principal: [Denise.Wheatley@hcps.net](mailto:Denise.Wheatley@hcps.net) stating you give your child permission to walk home alone. All Independent Walkers will exit the campus at Dad's Club Pavillon or the Front of the school. This is for older students. Every student that is issued an Independent Walkers tag must walk directly home following dismissal to ensure safety.

### **Bicycles/Scooters**

Students may ride bicycles/scooters to school. Bicycles and Scooters should be walked across streets, inside a crosswalk only and must be walked once on school grounds. Students should chain and lock their bikes and scooters to ensure the safety of personal property. Please do not

leave bicycles overnight. The school is not responsible for lost, stolen or damaged bicycles. Helmets are required.

## **CAR LINE PROCEDURES**

- Drop-off and Pick-Up areas are from Tacon Street to Obispo Street– There are 8 designated areas.
- Have your child unload or load when the carline stops at one of the designated areas. Having 8 cars unload or load at one time makes the line most efficient.
- Please make sure your child exits or enters on the right side of the car.
- Stay in the carline do not pull parallel to the carline to exit, Concordia is a two-way street.
- If you are using a Street Legal Golf Cart as transportation, please use the car line for arrival and dismissal. Street Legal Golf Carts are defined as having a windshield.

### **Below are things to keep in mind when dropping off in the morning:**

- Drop off begins at 7:10 am.
- Enter carline on Concordia south of San Luis Street at the end of the car line.
- Please do not enter the car line from the side streets to cut off others in line.
- When you pull up to carline, please have your child ready for drop off, unbuckle, get backpack and give a quick goodbye.

### **Below are things to keep in mind when picking up in the afternoon:**

- Please do not drive and park in the neighborhoods near the school to pick up your child/children. All students that are car riders will meet you on Concordia in the car line.
- Unless there is an emergency, please be sure that your child knows of any changes in pick up before coming to school.
- At the beginning of the year, the carline is slow, however, once the process is synchronized, we are typically finished by 2:15 so please follow procedures closely and have patience.
- The teacher will call your name as it is displayed on your car tag. Please listen for the pick-up number for your name and move forward to the number that was called. The numbers are posted on the cones. Our goal is to call 8 names at a time and to load 8 cars before moving forward.
- If someone else is picking up, please make sure they display the car tag on their visor and that they have a copy of these procedures with ID.
- We ask that you keep the name on the visor and that you do not drive holding it out the window.

## **GREEN LINE PROCEDURES**

If you carpool with two or more families, you can request to pick up your students for Dismissal in the GREEN LINE on San Luis Street. To arrange this, please complete the Green Line Request Form and return it to your classroom teacher. You will need to include the names of the families that are carpooling with you each day.

## **Roosevelt Elementary Arrival and Dismissal Agreement Form**

I have read the Arrival and Dismissal Procedures for Roosevelt Elementary and will do my part to ensure the safety of all students.

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Student Name

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Grade Level

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Parent Signature

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Date