

SCHWARZKOPF ELEMENTARY

Arrival & Dismissal Procedures for Parents

Arrival & Dismissal Locations and Times

Morning - 7:10 – 7:40

- Car Riders: Kg – 5th grade: Drop off in front of the school ONLY
 - PreK & siblings: Drop off in the back of the school (after the buses 7:20 – 7:40) **(New this yr)**
 - Buses: Drop off at the back of the school
 - Daycare Vans: Back of the school: – Must wait behind buses
 - Walkers/*Bicycles: – Enter through the front of the school
- We will use the track as our walking path. Parents, please say your goodbyes at the gate.

Afternoon - 12:55 PM Mondays & 1:55 PM Tuesday through Friday

Car Riders: Pickup location is based on the student's last name

Last name starts with A-K: Front of the school

Last name starts with L-Z: Back of the school (after buses leave)

Buses: Back of the School

Daycare Vans: Pickup in Front of the school before car riders

Walkers/Bicycles: Dismiss at 1:55-2:10

(Must be a resident of Calusa Trace neighborhood to be a walker or bicycle rider)

All walkers and bicycle riders will exit the school through the front of the school under the supervision of Schwarzkopf personnel to the apex of the sidewalks in the front of the school. Parents wishing to walk students home may wait for their child to arrive at the apex. Students will use the track as the walking path to leave school.

Expectations for bicycle riders:

- All riders must wear helmets (state law).
- All bike riders must yield to the walkers.
- All bikes must be placed inside the school bicycle rack area.
- Bikes are the responsibility of each owner.

Other safety expectations

PLEASE NOTE:

- Pets may not be brought onto the school campus during arrival/dismissal times.
- Roller blades/skates, skateboards, scooters, wheelies (shoes with wheels), etc., are not permitted on school grounds.
- Rolling book bags are not permitted.
- Students should not be picked up in a golf cart.

Car Rider Procedures

For maximum safety of each student, please remember:

- To drop off and pick up in the designated area only.
- Always let students out and load on the right side of the vehicle next to the sidewalk ONLY.
- Students should be riding in the back seat of the car
- Drive slowly and do not exceed 5 MPH
- Be patient and courteous.
- Do not park or leave your car unattended in the loading and unloading zone.
- Always pull all the way forward to maximize the effectiveness of this process.
- Students may start exiting the car when it comes to a stop.

Arrival Procedures: Car Riders

Drop-off happens in front of the school for all Kg – 5th grade car riders.

Students may not be dropped off at school before 7:10 AM. At 7:10, Schwarzkopf staff will begin supervising the front drive area and directing students to unload from the cars.

Cars should form and remain in a single line next to the school curb. (No car should attempt to pull around another in the unloading area.)

Approximately 8 – 10 cars can unload at a time. Please make sure you pull all the way forward until all cars have stopped.

Once in the unloading area, students are expected to get out of their cars immediately. Safety patrols and school personnel will be on duty to monitor and support as needed.

Note:

PLEASE get all those “bear hugs,” school supplies in hand, etc. BEFORE reaching the UNLOADING zone. Students must be ready to get out of the car as soon as their car stops in the unloading zone. Students can exit the vehicles and should not wait for a patrol to open every door.

Tardy Bell

Students are considered tardy when the 7:40 bell rings. At this time, all patrols are released from duty. Parents are required to come inside and sign their children in when arriving late to school. The goal is for students to be in class by 7:40 because class has started. Please try to be early so that your child can have a smooth start to his/her day. Also, breakfast is served until 7:35, so everyone can get to class on time.

HOST & Patrol Drop off in the morning: HOST: 6:30 - 7:05 Patrols: 6:50 – 7:00

Parents will receive a special car tag so you can drop off in the back of the school.

Parent Afternoon Pickup Procedures

Dismissal starts at 1:55 PM Tuesday through Friday and 12:55 PM on Mondays.

Front on the school carline: Students with last names starting with **A-K**

Back of the school carline: Students with last names starting with **L-Z**

Students transported by private automobiles in the afternoon must be picked up in the assigned area at dismissal time. Failure to pick up students on time causes undue anxiety and difficulty for all concerned. **Please be prompt.**

Front of school dismissal procedures: (Students with a last name starting with **A – K**)

- Parents are to form a line to the right and pull up to the signs that say, "Carline starts here," and wait until the staff is ready to start dismissal procedures for car riders. The daycare vans will need to be able to get through, and these students will be dismissed first.
- Parents should not block Calusa Trace Blvd. Please pull all the way to the right of the road without getting on the grass to wait in the afternoon.
- Parents are to always remain in their car.
- Clearly display the car tag with the child or children, names, and grade level so that staff can see it.
- Pull up to the pickup point, which is the number that a staff member assigns to you when you arrive. Students are to enter the car on the right side of the car.
- **Upon exiting the driveway, we ask that you make only right turns.**
- Please watch for students walking or riding bikes, and follow the directions from the staff, patrols, and the crossing guard.

Back of the school dismissal procedures: (Students with a last name starting with **L – Z**)

- Parents should drive through the access road on Calusa Trace Boulevard, staying as far to the right as possible to allow buses to enter and exit the driveway as well.
- The first car should pull up to the cone that says: Carline begins here and form a line.
- Always remain in your car.
- Carline will begin at the direction of the staff.
- Please display your car tag with your child or children's names and grade levels clearly marked.
- When asked to begin moving forward, please pull up to the pickup number that a staff member assigns to you. A staff member will open your car door for your child. Students are to enter the cars on the right side only.

Pre-K student pick up: (back of the school)

- Please follow the access road through Calusa Trace Park to the back of the school. Pre-K is dismissed along the side of the icehouse. (See Diagram)
- Please pull up to the cone that has a stop sign. Please do not block the road to the cafeteria, as the buses will need to be able to pass by the bus ramp.
- Parents are to always remain in the car.
- Please display your car tag with your child's name.
- Staff will bring your child to your car to meet you.

** If you have an older sibling to pick up, please let the teacher know they must dismiss with PreK.

Dismissal Changes

When parents request a change in how a child normally goes home, the following safety procedures must be followed. It is necessary to write a note to the teacher or speak directly to the teacher about the requested change. If a child goes home with another child, each family must send a note. Students may not go home via bus with another student. Students may not change their assigned bus stop.

Students may not be taken off buses or daycare vans without prior clearance from the office. Parents are not allowed on the buses. Please come to the office for assistance.

Early Release of Students

We encourage you to schedule your child's doctor and other appointments after school hours. Early release of students is very disruptive to the student involved and all of the other students and school personnel. If this is not possible, the child must be signed out in the main office. For your child's safety, they will only be released to authorized individuals listed on the student's Emergency Card. If there is no other alternative and you must sign your child out early, please do so before 1:30 PM (12:30 PM on Mondays), as there will be NO dismissals permitted after this time.

Rainy Day Dismissal

On rainy days, dismissal will follow the usual schedule. Plans should be made in advance, and parents are expected to see that their child fully understands what they are to do. Please communicate with your child's teacher the plan for your child. If the event that it is not safe to walk or ride a bike, students will become car riders and be dismissed from the front of the school regardless of last name.

If any parent still would like to walk up to the school on a rainy day, we will open the track for you to use our normal walking path. You will be able to walk up towards the front of the school to meet your child.

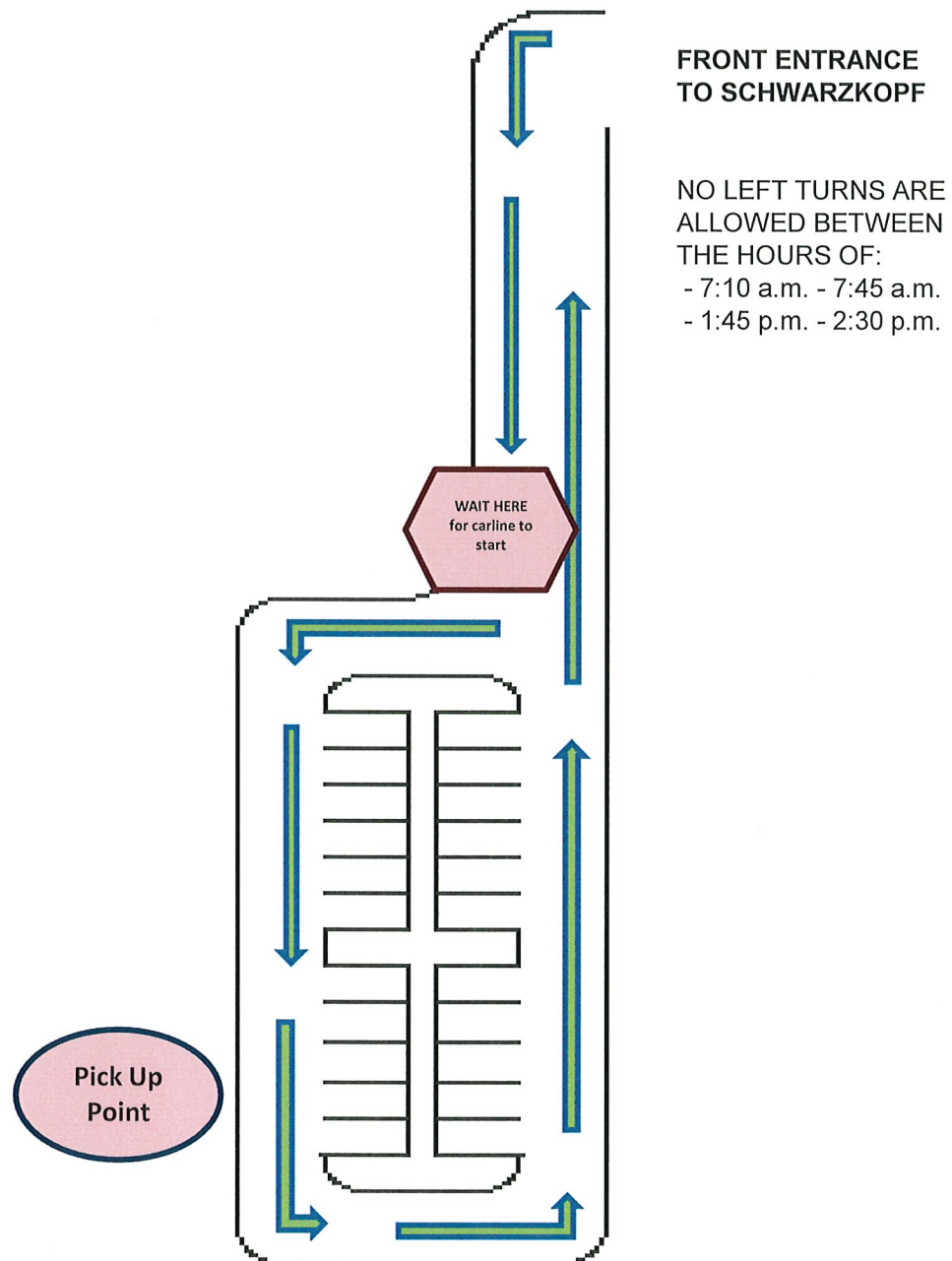
Bus Information

All students at the bus stop should be supervised by parents. Due to school drop off/ pick up traffic; we strongly encourage all qualified students to ride the bus. Kindergarten students must have a parent at the bus stop in order for them to be dropped off in the afternoon. Please check out the bus information for all of the specific details. As another safety step and knowing who is on the bus, all students that ride the bus will have a personal badge that they scan when they get on and off the bus.

Please remember that if you have an ESE child receiving specialized bus services, your bus driver will contact you in August with specific bus stop locations, times, and bus numbers.

Thank you for following our procedures so that arrival and dismissal times run smoothly on a daily basis. If you have any questions, please feel free to call us at 813-975-6945. We will be happy to answer them.

Car Riders Grades K-5 Last Names A-K

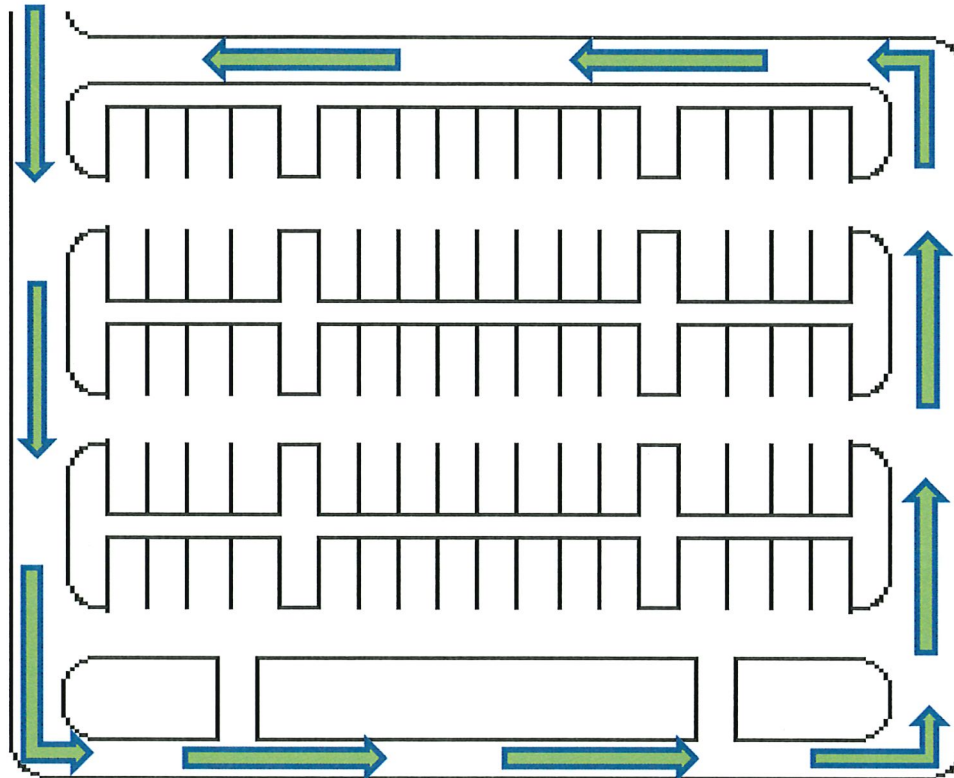


Car Riders Grades K-5 Last Names L-Z

WAIT HERE
for carline
to start

BACK GATE

PLAYGROUND



Cafeteria

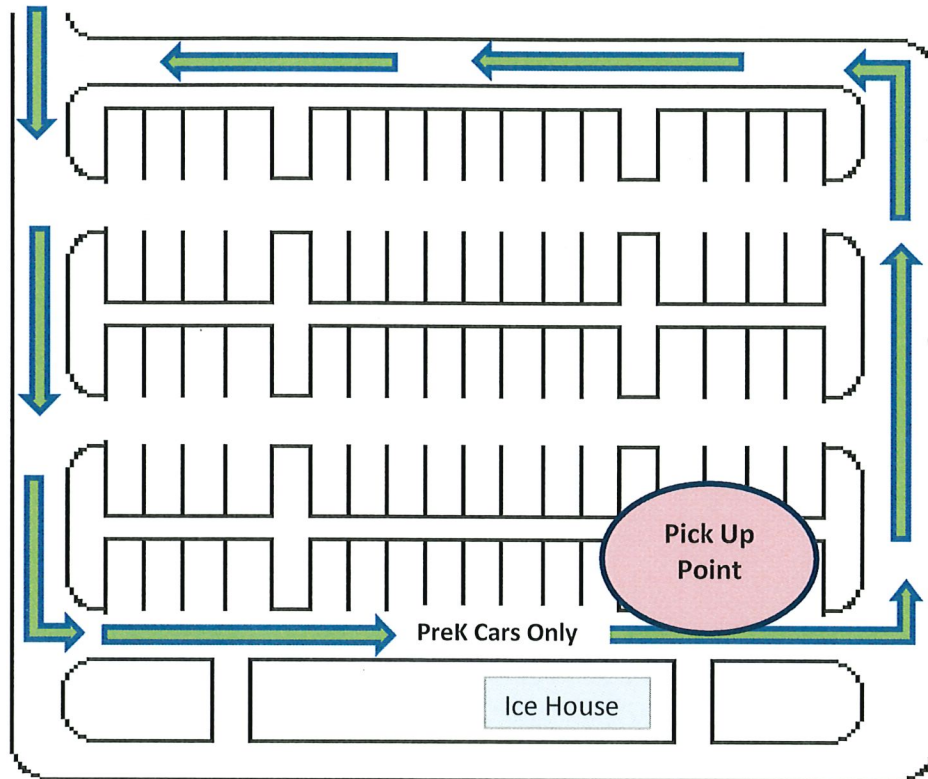
Cars/Buses

Pick Up
Point

Pre K Students and Siblings (Afternoon)

BACK GATE
ENTER HERE

Playground



Cafeteria

Cars/Buses