

EVANS PARK ELEMENTARY SCHOOL
PEARL RIVER, NEW YORK

Together We Can



**Arrival and Dismissal
Procedures
2023-2024**



What cannot be stated too carefully and too often is that the children's safety is our first concern. Please adhere to all arrival and dismissal guidelines outlined below and share them with relatives or friends who may be coming in your place to drop off or pick up.

ARRIVAL PROCEDURES

Student Drop Off

- All students who walk or are driven to school should arrive between 8:45 AM and 9:00 AM, when supervision is available.
- Student drop off location is at the end of the driveway only.
- If/when you arrive behind a bus, you must wait until the bus pulls away and then drive to the end of the driveway before releasing children from the cars.
- **NEVER stop to release children from the car in the bus area, behind buses or in the middle of the driveway.**
- Parents/drivers should remain in the car when arriving early and while children disembark. **Staff will be available to assist students, if/when necessary.**
- Students will enter through the front doors. Staff will be present outside, at doors, and in hallways to assist.

Bus Drop Off

- Drop off begins at 8:45 AM
- Buses will pull up at the curb and children will exit the vehicle.
- Staff will be available to assist students as they walk to their classrooms.
- Children will enter the building through the front door.

DISMISSAL PROCEDURES

Walkers will be dismissed at 3:15 PM and will exit from the same doors they used to enter.

- Kindergarten will exit through the classroom door by the front blacktop.
- Grades 1 & 2 will exit through the side door near the playground.
- Grades 3 & 4 will exit through the front door.

Parents or their designees should park and wait outside **on the blacktop**, for their children. We will instruct students to tell a staff member that you are here (they will usually point you out to us as well). Please leave the school grounds as soon as you have met your children at the end of the day to alleviate traffic congestion.

Students going home by bus will be dismissed at 3:15 PM.

Student safety is of paramount importance at Evans Park; therefore, any changes to dismissal location require clear communication and attention from parents/guardians. As a result, all parents/guardians must inform the classroom teacher and Michele Zeppetella (zeppetellam@pearlriver.org) of any change to dismissal location via email or a written note at the start of the school day but no later than 12 noon. To avoid confusion, it is critical to minimize the number of dismissal changes. Thank you in advance for your understanding and support.

Student Pick Up Procedures

- Afternoon buses will be parked early and need the full length of the driveway..
- Park in an empty spaces or along the side streets, but never in the driveway.
- **Please leave your car and meet your children on the blacktop. No students will be permitted to walk to meet parents or designees at their cars.**
- Please always use extreme caution when driving in or around the building, remembering that the same traffic rules for stopping for school buses with flashing red lights apply in front of the school.

PARKING

Parking is limited on the property of Evans Park.. Parking along the side streets is also available, but must be in accordance with Orangetown parking rules, clearly marked with signs on the streets. **Please do not park in areas that block other cars, buses, or driveways.**

Again, the children's safety is our primary concern. Please adhere to parking and traffic regulations to ensure that all children are safe while driving on school property.