

Bartlett Elementary School Arrival and Dismissal Procedures, 2019 - 2020

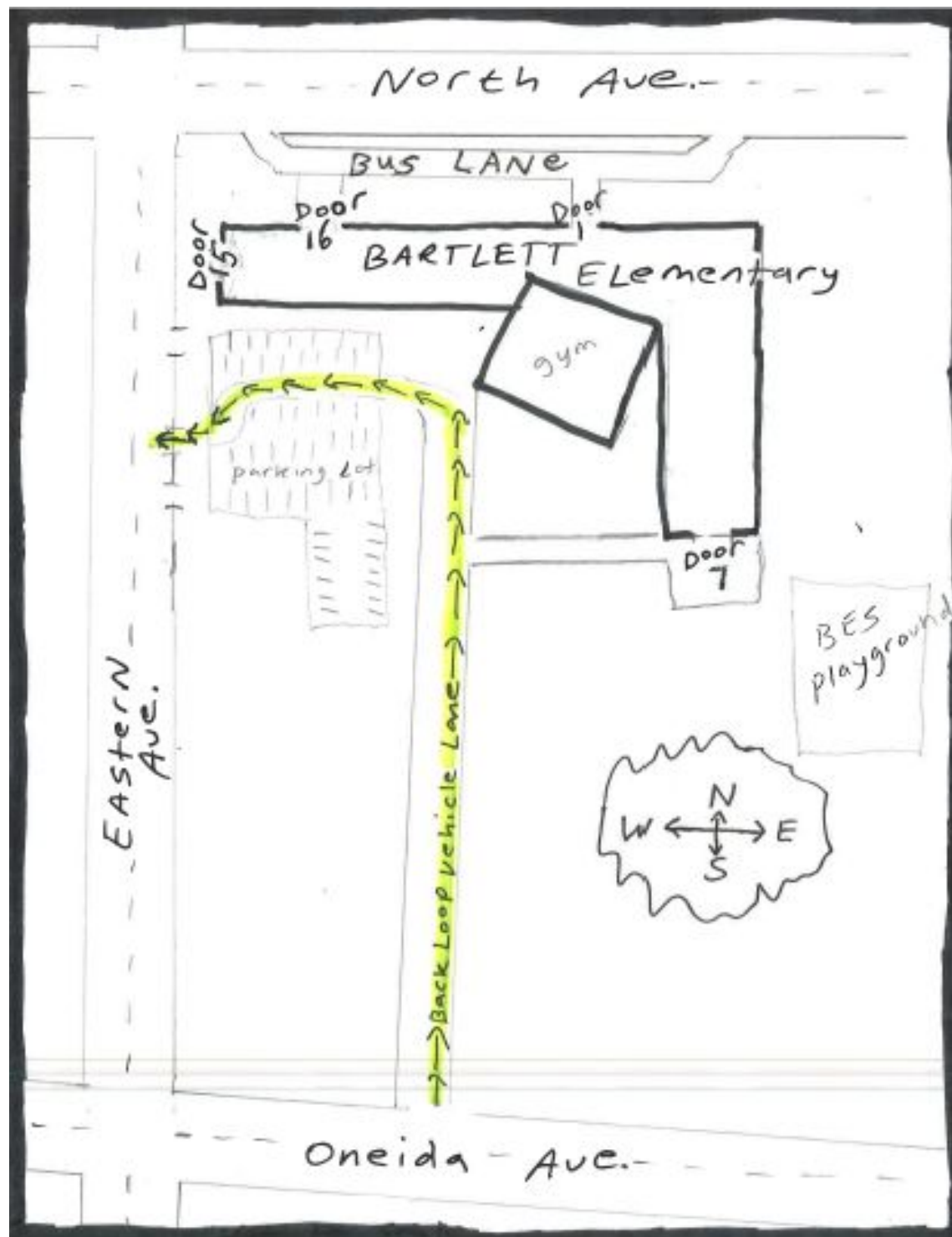
Updated: 08/06/19

ARRIVAL Procedures - Students may arrive as early as 8:15 A.M. and enter the building at 8:25 A.M. School begins at 8:30 A.M.

Bus Riders and Daycare Vehicles	4th, 5th, and 6th grade students	Students dropped off in front of the building on North Ave. - Stand in line by grade section at DOOR 16 .
	K, 1st, 2nd, and 3rd grade students	Students dropped off in front of the school on North Ave. - Stand in line by grade section at DOOR 1 .
Private Vehicle Drop Off* <small>*Please see Back Loop Vehicle Lane Drop Off and Pick Up Procedures on page 3.</small>	4th, 5th, and 6th grade students	Students dropped off in back loop vehicle lane and walk on designated walking path to front of school - Stand in line by grade section at DOOR 16 .
	K, 1st, 2nd, and 3rd grade students	Students dropped off in back loop vehicle lane and walk on designated walking path to back of school - Stand in line by grade section at DOOR 7 .
Walkers* <small>*Please cross the street at North Avenue and Eastern Avenue with the assistance of our crossing guard.</small>	4th, 5th, and 6th grade students	Students walk to the front of the building. Stand in line by grade section at DOOR 16 .
	K, 1st, 2nd, and 3rd grade students	Students walk to the back of the building to the blacktop near the playground. Stand in line by grade section at DOOR 7 .

DISMISSAL Procedures - School ends at 2:30 P.M. Students will be dismissed after the 2:30 P.M. bell.

Bus Riders and Daycare Vehicles	4th, 5th, and 6th grade students	Students will exit the front of the building through DOOR 16 .
	K, 1st, 2nd, and 3rd grade students	Students will exit the front of the building through DOOR 1 .
Private Vehicle Pick Up* <small>*Please see Back Loop Vehicle Lane Drop Off and Pick Up Procedures on page 3.</small>	4th, 5th, and 6th grade students	Students will exit the back of the building through DOOR 7 .
	K, 1st, 2nd, and 3rd grade students	Students will exit the back of the building through DOOR 7 .
Walkers <small>*Please cross the street at North Avenue and Eastern Avenue with the assistance of our crossing guard.</small>	4th, 5th, and 6th grade students	Students will exit the building through DOOR 15 on the west side of the building on Eastern Ave.
	K, 1st, 2nd, and 3rd grade students	Students will exit the building through DOOR 15 on the west side of the building on Eastern Ave.



Bartlett Elementary School **Back Loop Vehicle Lane** Drop Off and Pick Up Procedures:

1. We would prefer that you avoid parking in the Bartlett Elementary School parking lot for drop off (arrival) and pick up (dismissal) for the safety of students and ease of flow of vehicles through the Back Loop Vehicle Lane. Please use our designated Back Loop Vehicle Lane for drop off and pick up.
2. Enter the Back Loop Vehicle Lane from Oneida Avenue. Vehicle traffic will move north from Oneida in a single line of vehicles. Please stay on the right side of the lane as close to the curb as possible.
3. Vehicles should continue to move forward in the Back Loop Vehicle Lane whenever possible to avoid any gaps in the line and allow for an efficient process.
4. We have designated a drop off / pick up zone as a section of the front of the Back Loop Vehicle Lane where students should be dropped off and picked up. It will be marked off with cones. Vehicles should pull all of the way forward in this zone before dropping off or picking up students. For pick up, students should keep an eye out for their vehicle so that they can be ready to board efficiently and safely.
5. Students should exit/enter vehicles from the curb side only. If there are multiple students exiting or entering a vehicle, all students should do so from the curb side of the vehicle, as well, to ensure the safety of our students.
6. For drop off and pick up, once students have safely entered or exited a vehicle in the drop off/pick up zone, that vehicle may carefully and safely pass other idle vehicles on the left and then proceed slowly to the exit on Eastern Avenue. Please be very careful and aware of other vehicles and students when passing idle vehicles on the left.
7. Thank you for your patience and cooperation in keeping our students safe. If you ever have any questions or concerns, please let us know.