

Arrival and Dismissal Procedures, 2021 - 2022

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.**

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| Bus Riders and Daycare Vehicles | Kindergarten - 6th grade students | Students will be dropped off in front of the school on North Ave. at the front, eastern side of the bus lane and then walk along the eastern side of the building, keeping socially distanced, to wait in a socially-distanced line by grade level at DOOR 5 . |
| Private Vehicle Drop Off* <small>*Please see Back Loop Vehicle Lane Drop Off and Pick Up Procedures on page 2.</small> | Kindergarten - 6th grade students | Students will be dropped off in the back loop vehicle lane and will walk, keeping socially distanced, on the designated walking path to the back of school to wait in a socially-distanced line by grade level at DOOR 7 . |
| Walkers* <small>*Please cross the street at North Avenue and Eastern Avenue with the assistance of our crossing guard.</small> | K - 2nd grade students | Students walk, keeping socially distanced, to line up in the front of the building on North Ave. and stand in a socially-distanced line by grade level at DOOR 1 . |
| | 3rd - 6th grade students | Students walk, keeping socially distanced, to line up in the front of the building on North Ave. to stand in a socially-distanced line by grade level at DOOR 16 . |

DISMISSAL Procedures

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

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

**** [BES Arrival/Dismissal Map with Arrival and Dismissal Locations](#) ****

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. If you do park your vehicle first, please have students enter or exit the building as “walkers” so students and adults are not crossing the Back Loop Vehicle Lane.
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 stay socially distanced from others and 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. Students walking to or away from vehicles should walk in a socially distanced manner. If you ever have any questions or concerns, please let us know.