

Arrival and Dismissal Procedures, 2022 - 2023

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

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

A location map is on page 3.

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

1. **Please use our designated Back Loop Vehicle Lane for drop off and pick up from a vehicle.** If you park on the street or in the parking lot for drop off (arrival) and/or pick up (dismissal), students are considered “walkers,” and should line up in front of the school for arrival and exit the building at Door 15 for dismissal. For the safety of our students and the ease of flow of vehicles, students and adults should not cross the Back Loop Vehicle Lane. Students should walk on sidewalks and cross streets at our crosswalk.
2. Enter the Back Loop Vehicle Lane from Oneida Avenue. Vehicle traffic will move north from Oneida in a single line of vehicles along the Back Loop Vehicle Lane. 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 at 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 as vehicles do pass on the left.
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 moving to or away from vehicles should walk at all times. If you ever have any questions or concerns, please let us know.

