

Arrival Procedures



Students may enter the building at 8:45 a.m. There is no supervision for students arriving on campus prior to 8:45 a.m.

(A paid early arrival program is an option for parents who need to bring their child to school prior to 8:45 a.m. Please contact our school office at 881-1350 for additional information.)

Please note that there are designated NO PARKING signs/areas along Northbrook Drive and Rampart Street. These are intended to insure student safety during arrival and dismissal times. Also, RESERVED PARKING signs are located in the front spaces of our school. Please do not park in those spaces as they are designed for administrative staff.

Carpoolers:

- Carpoolers are students who arrive or leave campus via a personal vehicle.
- Carpoolers are to be dropped off in the carpool loop (in the back of the school) off Rampart Street anytime between 8:45 am and 9:05 am. Safety patrol students and staff will be available to greet them.
- **Carpool students should not be dropped off in the front loop or in the side parking lot in front of the school.** The front loop is reserved for bus, daycare, and special needs students' transportation ONLY. The side lot is reserved for families who are walking in the building with their children.
- Carpool students arriving at school after 9:05 a.m. will need to be walked into the office by the parent and signed in for a tardy slip. Students must have a tardy slip to enter their classroom after 9:05 a.m.

Walkers:

- Walkers are students who live in our base area and are not provided morning or afternoon transportation.
- Walkers may enter through the front doors of our building beginning at 8:45 a.m.
- Walkers should not arrive on campus any earlier than 8:45 a.m. as there are no staff available for supervision prior to 8:45 a.m.
- Staff members will be on duty to supervise the crosswalk area directly in front of our building on Northbrook Drive from 8:45-9:05 a.m. ***Students should not cross at the crosswalk area without adult supervision.***



Bus, Cab, and Daycare Riders:

- All bus, cab, and daycare riders are dropped off in the front loop of our school beginning at 8:45 a.m.

Special Needs Students:

- Students who are in self-contained classrooms are also dropped off in the front loop of the school where they are greeted by their teachers. Families will receive a specific car tag from their teacher to designate front loop access. These tags should be prominently displayed when picking up or dropping off students.



Dismissal Procedures



Carpoolers:

- Carpoolers are students who arrive or leave campus via a personal vehicle.
- Carpool students are dismissed from the multipurpose room beginning at 3:40 p.m. (Wednesdays-2:40 p.m.....Early Release Days.....1:20 p.m.)
- Parents or guardians picking up students from carpool in the afternoon need to obtain a carpool number from the front office. This number must be prominently displayed when entering the carpool loop.
- Carpool students are dismissed from the multipurpose room by their assigned carpool numbers.
- **If a parent/guardian does not have a number visible in their car in the afternoon, they will have to go to the office to check out their child.** Please understand that this policy is not intended to inconvenience parents but to insure the safety of all Brooks students.
- **Due to safety concerns, carpool students are NOT to be picked up from the side parking lot off Northbrook Drive.** This lot is reserved in the afternoons for families coming for conferences, meetings, etc.
- **No carpool traffic is allowed in the front loop in front of the building.**
- Students not picked up by 4:00 p.m will be sent to the office to wait for their parents or guardians. Parents or guardians will then need to sign out their students. ***Parents are to be respectful of our office staffs' time so they do not have to monitor students after 4:15 p.m. Office staff leaves school at 4:15 p.m. each day.***

Walkers:

- Walkers are students who live in our base area and are not provided morning or afternoon transportation.
- Walkers are dismissed from the front of the building at 3:45pm. (Wednesdays-2:45 p.m.)
- If a parent or guardian walks to school to pick up their children, they are to wait for the children in the grassy area in front of our school. They will be dismissed to cross safely across the bus loop area to the grassy area to their parents.
- A staff member will be on duty to cross all walkers at the school's crosswalk.
- **No students will be dismissed to parents who are across the street or waiting in cars.**

Bus and Daycare Riders:

- Bus and daycare students are dismissed via an in-house television system beginning at 3:40 p.m. (Wednesdays-2:40 p.m.) Students report to the front loop for loading safely.



(Dismissal Information continued)

Special Needs Students:

- Students who are in self-contained classrooms are picked up in the front loop of the school beginning at 3:40 p.m. (Wednesdays-2:40 p.m.) **Students should be quickly loaded so that families can quickly exit campus to make room for other buses, daycare vans, and cabs.** This is not a conference time. If you have a special needs student and need to speak with your child's teacher, please plan to park in the side lot or schedule a conference for another time.
- Families with special needs students will receive a specific car tag from their teacher to designate front loop access. These tags should be prominently displayed when picking up or dropping off students.

