

## **2022-2023 Gwyn-Nor Student Arrival/Dismissal Procedures**

### **Carline, Walkers, Bikers**

Below find the procedures for students and their families for both arrival and dismissal to school. Your help is needed by following these guidelines to ensure a safe, smooth drop-off and pick-up process for every family and for all students who walk to school.

### **Carline Arrival/Dismissal Procedure**

All car riders are requested to drop-off and and pick up their child(ren) using the designated route:

- From Hancock Road, turn onto Marlyns Lane, make the right onto Cathys Lane, turn right onto school grounds.
  - All cars should proceed in a single line and should not block the driveways of the homes located in this neighborhood.
  - There is a one-lane access upon entering school grounds in the AM and a 2 lane one-way access during the PM through the back gate. Pedestrians always have the right of way.

Here is the carline arrival/dismissal procedure:

- **In the morning:**
  - Drop off takes place from 8:55-9:05 am. School begins at 9:10 am.
  - Adults stay in car.
  - Student(s) exits on the driver's side along the sidewalk. Students dropped off by car will enter the building at Door #9.
  - No early student drop-offs.
- **In the afternoon:**
  - **Kindergarten:**
    - Kindergarten students are dismissed at 3:30 pm.
    - Families with a kindergarten child and a child in another grade level will want to arrive at school at 3:40 pm or after as only kindergarten students are dismissed at 3:30 pm.
  - **Grades 1-6:**
    - Students Grades 1-6 are dismissed at 3:40 p.m.
    - Students in grade 6 will be dismissed to the modulars after kindergarten leaves. Students in grades 1-5 will report to the first grade pod.
    - Cars are to turn onto Marilyns Lane and then make the right onto Cathys Lane. When entering the school driveway, you will see that there will be 2 lanes of traffic. Both lanes of traffic will be utilized in an alternating pattern.

We ask that you put car seats and booster seats on the driver's side of the vehicle so that students do not have to enter from the opposite side, especially those students who are Kindergarten through 2nd grade. Also of utmost importance is to make sure that if you have a student who is in 2nd grade through 6th grade, you are not arriving on the property before 3:35. This will allow us to load in 2 lines of Kindergarten students at 3:30 and not have to move your vehicle to the parking lot.

- o Display the family nametag on the driver's side front window and remain in your vehicle. Call the Main Office at 215-368-7105 if your family needs a family nametag. The nametag will be sent home in your child's backpack.
  - The student loading area is the sidewalk next to the building.
  - Students are called to the loading area and stand at one of the numbers painted on the sidewalk as directed by staff.
  - All siblings are organized together on one number and are dismissed together.
- o If a parent/family member arrives at the student loading area and their child/ren is not ready, then the parent/family member moves from the carline and parks in the parking lot to wait for their child. A staff member will walk their child to the car when both the child is ready and a staff member is available. This same process applies to any family that does not have the family name tag displayed.
- o Parent/family members are responsible for securing their child into their car seat, if applicable. Please be patient with families who may need an additional moment to secure their child in their car. Please do not move your car around any car that is taking that additional moment to secure their child in the car.
- o Once the first seven cars are safely loaded with students, safely proceed forward towards the exit on Hancock Road. The next set of cars will pull up alongside the curb for the next 7 students to be loaded. This process will continue until all students have been picked up.
- o The gates to the school driveway off of Cathys Lane for car rider pick up at dismissal are locked at 3:52 pm. In the event a parent/guardian is later than 3:52 pm, they should enter the parking lot through the Hancock Rd. entrance, park in the lot and pick up their child(ren) in the main office.
- o Follow the direction of staff members.

Note: Students who are walkers should not be picked up in their car by their parent/family member on school grounds. Parents/family members who are picking up a student by car on school grounds should use the carline.

### **Kindergarten Students Who Are Walkers at Dismissal**

For safety reasons, kindergarten students who walk home will be dismissed to the car line. Kindergarten walkers can be picked up by an older sibling at car line who can then walk with them to the correct exit door (as described below) OR a parent can walk to the car line door to pick them up.

**Family Name Signs for Car Riders:** The office or car line staff will issue family name tags to be placed in the car windshield of parents/guardians who are picking up students in car line. Signs will be hand printed on card stock containing the Gwyn-Nor Gator logo and will contain your child's name, grade level and teacher initial.

Families requesting a sign will be given 2 copies. Families with kindergarten students who are walkers will also be given signs.

Updated July 2022

## **Walkers and Bikers**

School begins at 9:10 a.m. Walkers can enter the building at the Main Office location or side location if arriving from the neighborhoods closest to the school. Students in Grades 3-6 who ride a bike to school will enter the building at Door #9 (1st grade pod area).

All walkers and bikers are dismissed at 3:40 p.m. The following procedures apply to dismissal.

### **Cathys Lane/Sandys Lane Neighborhood**

Walkers who live in the Cathys Lane/Sandys Lane neighborhood (all students who live on the building side of Hancock Road and the building side of North Wales Road) exit the building as follows:

- Grades 6 - exit Door 11 (the end of the Grade 6 Modular Building)
- Grades 2-5 - exit Door 16 (Grade 5 wing)
- Grade 1 - siblings of Grade 1 students should pick up their sibling at the Grade 1 classroom and then exit the building through Door 11 (the end of the Grade 6 Modular Building).

Upon leaving the building, use the sidewalks to walk to your neighborhood. Those students who are meeting siblings and/or friends should meet at the blue bench located directly behind the Grade 6 Modular Building.

- Students are not permitted to play on the playground equipment as there is no supervision provided. For safety reasons, students will not be permitted to walk out the flagpole door and then walk to the right as this is the carline area.
- Students who live in Cathys Lane/Sandys Lane neighborhood and exit at the flagpole door will be redirected back into the building to exit via the designated door.

### **Hancock Road**

At the end of the day, students who access Hancock Road to walk home leave the building by Door 3 (where the flagpole is located). Students stay on the sidewalk and follow instruction from adults who are supervising student dismissal.

### **Bikers**

Students who ride their bike to school and have a signed Bicycle Permission Slip on file in the school office, follow the below dismissal process:

- Grades 6 - exit Door 11 (the end of the Grade 6 Modular Building)
- Grades 3-5 - exit Door 16 (Grade 5 wing)

Upon leaving the building, use the sidewalks to walk to the bike rack. Then use sidewalks to exit to either Sandys Lane or Cathys Lane.