

## Byam Elementary Arrival & Dismissal

### Arrival for students that are transported by car:

- Front doors open at 8:50 am. Please do not drop off before this time as there will not be staff on duty.
- When dropping off students please circle around the building and pull up to the sidewalk on the left side of the building (please see attached diagram). A staff member will always be present at the drop-off area. **The front of the building is reserved for the unloading of buses.**
- Pull up as far as you can so we can unload 6-7 cars at a time. Once those cars have unloaded we will have the next wave of cars drop off.
- Students should exit on the driver side door and walk to the front of the building where additional staff is on duty.
- We ask that you please do not park in the drop-off area. If you need to walk your child to the building you should use designated parking spaces. Students should not be dropped off anywhere other than the indicated drop-off area.

### Dismissal for students that are transported by car:

- Park in available space on school grounds (please note that some parking is available in the rear of the building but we ask that you do not block the driveway so vehicles may pass).
- Enter the door by the ramp on the side of the building (this door is marked in orange on the following diagram). This door will be unlocked at 3:18.
- Once in the building proceed to the cafeteria door where you will enter the ropes on the right.
- Sign out your student on one of the available clip boards. Students will be sitting at cafeteria tables by grade level.
- Once your student is signed out they will hand the staff members on duty a pick up slip. Please have identification available if asked for by staff.
- Once students have been dismissed from the cafeteria we ask that you exit the same ramp door as we are dismissing bus students from the front of the building.

**Thank you for your cooperation in adhering to these procedures as the safety of students is a priority. Please note that the speed limit on school grounds is 15 mph and that you use caution when driving on school grounds. It is also unlawful to pass buses and school minivans that are unloading.**

# Byam Elementary School Arrival/Drop-Off Procedure

