

E.W.F. STIRRUP ELEMENTARY SCHOOL - ARRIVAL/DISMISSAL PROCEDURES

We have established arrival and dismissal procedures to maximize and ensure student safety. Please adhere to the following arrival and dismissal procedures AT ALL TIMES. **Parents and visitors to must first register with security at the main entrance, sign-in, produce photo identification and then proceed to register in the main office. Entering the school building without following the proper procedures is considered trespassing.**



BELL SCHEDULE

VPK – 1st Grade	8:20 a.m. – 1:50 p.m.
2 nd – 5 th Grade	8:35 a.m. – 3:05 p.m.
2 nd – 5 th Grade (WED)	8:35 a.m. – 1:50 p.m.



ARRIVAL

All students in grades Pre-Kindergarten through 5th grade are to be dropped off utilizing the following procedures. **Students are not to be walked to their classrooms.** Once students arrive at school they must proceed to the cafeteria/interior courtyard where supervision is available. Students will be picked up by their teachers from the courtyard and escorted to class.

- *Car line* – Parents using the car line (STRONGLY RECOMMENDED) are asked to utilize the designated drive thru heading southbound on 97th avenue. Pull up as far as possible in the designated area before allowing student passengers out of the vehicle. Staff assigned will assist students with unloading your child. Do not stop, park or get out of your vehicle to open your vehicle’s trunk or doors as this creates a safety hazard and delays traffic in the area. Students must gather belongings and be prepared to exit the vehicle quickly and safely.
- *Walkers* - Parents choosing to “walk” to drop off students are asked to report to the walk-up area (97th avenue CROSSWALK on the north side of the school). Students will be received by designated personnel at this gate.
- *Bus* – All students transported on a Miami-Dade County Public School bus, shuttle bus or private bus will be dropped off students at the designated area on 97th avenue.
- *Before School Care* – The before-school care program is from 6:30 a.m. to 8:00 a.m. Students enrolled in the before-school care program may be dropped off at the gate on the north side of the Main Office and proceed to their designated classroom. Parents enrolling their children in the before-school care program will be issued passes for entry, accordingly.
- Once students in Kindergarten through fifth grade enter the building, they must proceed to the cafeteria for breakfast or interior courtyard where supervision is available. Students are picked up by their teacher from the courtyard. Pre-Kindergarten students will be escorted to their classrooms.
- Students participating in the school breakfast program should arrive to school between 7:45a.m. and 8:10 a.m. Breakfast will be served until 8:15 a.m. Please be advised that parents will not be permitted in the cafeteria to pay for student lunches or to have breakfast with students.
- School doors open at 7:45 a.m. Students may not arrive to school prior to 7:45 a.m. unless they are enrolled in the Before-School Care Program or enrolled in other special programs. *No exceptions will be made.*
- Students in grades Kindergarten through first grade must be seated in their classroom no later than 8:20 a.m. Students in grades second through fifth grade must be seated in their classroom no later than 8:35 a.m. Students arriving to class after the designated time are considered tardy and must report to the Main Office for a tardy pass and the teacher must mark the student tardy.

DISMISSAL

Parents will not be allowed into the building during dismissal. Students will not be released within the final thirty (30 minutes) of the school day unless authorized by the Principal (emergency only). **PARKING WILL BE RESTRICTED IN THE DESIGNATED PICK-UP AREA ON 97TH AVENUE AND IS SUBJECT TO CITATIONS.** All students will be dismissed from their designated location as follows:

- *Car line* – Parents using the car line (STRONGLY RECOMMENDED) are asked to utilize the designated drive thru heading southbound on 97th avenue. Each student will receive a sign with their name and homeroom teacher. **Please place the signs on your dashboard so that your vehicle will be easily identified.** Pull up as far as possible in the designated area before allowing student passengers into the vehicle. Staff assigned to dismiss students will assist with loading your child into your vehicle. Please do not turn off your engines or park in the car line. Refrain from using your cell phone and radio. THERE IS NO PARKING IN THE PICK-UP AREA. CARS WILL USE THE LEFT LANE TO PASS OTHER VEHICLES.
- *Walkers* - Parents choosing to “walk up” to pick up students must report to the walk-up area (97th avenue CROSSWALK on the north side of the school). Students will be dismissed by designated personnel at this gate. Use the CROSSWALK at all times. Parents are not permitted to enter through the gates in the carline area to pick up students. Any student walking home MUST have an authorization form on file.
- *Bus* – All students transported on a Miami-Dade County Public School bus, shuttle bus or private bus will be picked up in Building 4, located on the west side of the school on Flagler Avenue.
- *After School Care* – Students enrolled in the after-school care program will be picked up from their classrooms by their designated leader. Parents picking up their children from the after-school care program are asked to report to the After-School Care desk located north of the Main Office.

Late Pick-ups

- All students are to be picked up at their designated dismissal time on a daily basis. Students who have not been picked up 15 minutes post their dismissal time are considered a late pick up. Parents failing to pick up their child(ren) on time will be asked to enroll in our after-school care program. The school does not have school staff available to monitor children who are left behind at pick up time.
- **Rainy Day Dismissal**
Discuss with your child provisions for rainy days, so that last minute telephone calls are not necessary. The “Walkers” dismissal will be altered to allow parents to escort their children.
- **Severe Weather Procedures**
On days of severe weather storms students will not be escorted to their cars or the walker gate due to safety concerns for students and staff members. Parents will be asked to pick up their child from the classroom or designated area.