



ARRIVAL AND DISMISSAL PROCEDURES

Each family will receive one car dismissal tag with a 3-digit number. This tag should be hung from the rearview mirror during dismissal or shown to Crestview staff if you are walking to pick up your child. If you need an extra tag or misplace yours, you may simply write your assigned number on a sheet of paper and display it clearly in your car window. Please note: Extra car tags will not be provided this year.

ARRIVAL:

- If you park and walk your child to the front door, please **cross only at the crosswalk** and **wait for staff** to stop traffic. Cars in the drop-off line will not stop unless directed by a staff member. **Keep the car line moving.**
- **Kindergarten–6th grade** students must remain in their vehicles until 7:45 a.m. as there is no adult supervision before that time. Walkers should also plan to arrive no earlier than 7:45 a.m.
- **Students may begin exiting vehicles at 7:45 a.m.** The front doors (Door #1) will open at this time, and students will wait in the entryway until the building opens at 7:50 a.m.
- At 7:50 a.m.:
 - ◆ Students eating breakfast go directly to the cafeteria.
 - ◆ Students not eating breakfast go directly to the gym.
- At 8:00 a.m., students will head to their classrooms.
- Students enrolled in Y-Care may enter the building through Door #1 starting at 7:00 a.m.
- **While waiting in the drop-off line, please:**
 - ◆ Stay in a single-file car line and pull forward to the farthest available cone.
 - ◆ Follow staff directions.
 - ◆ Remain in your car. If your child needs help getting out, pull as far forward as possible before assisting.
- After 8:20 a.m., students must be signed in by an adult using the clipboard located in the Crestview entryway. The front office will monitor this process. Breakfast will still be available for students arriving late.
- **Pre-Kindergarten families:** Arrival details will be communicated directly by the Pre-Kindergarten teacher.

DISMISSAL:

- **3rd–6th Grade Students:**
 - ◆ Hang your car tag displaying your family's number.
 - ◆ Dismiss through Door #2.
 - ◆ **Parents should use the South Circle Drive, approaching the school from Shawnee Mission Parkway. No left turns allowed into the South Circle Drive.**
- **Kindergarten–2nd Grade & Multi-Grade Families:**
 - ◆ Hang your car tag displaying your family's number.
 - ◆ If you have both primary and intermediate students, they will meet you at the Front Main Drive.
 - ◆ Dismiss through Door #1.
 - ◆ **Parents should use the Front Main Drive, approaching from 61st Street. No right turns into the Front Main Drive.** Important: Vehicles that do not approach from 61st Street will not have their family's number entered on the dismissal list, causing delays.
- **Y-Care Students:**
 - ◆ Picked up at Door #1 after 3:30 p.m.
- **Important Reminders:**
 - ◆ Pull your car as far forward as possible; students will walk inside the designated walking zone to your vehicle.
 - ◆ Follow staff directions.
 - ◆ Stay in your car.
 - ◆ Keep the car line moving.
- If your child's dismissal plan changes, call the office by 2:45 p.m. This gives the front office time to notify the classroom teacher.
- Dismissal begins at 3:10 p.m. Please pick up students promptly, as there is no supervision after 3:30 p.m.
- **Pre-Kindergarten families:** The Pre-Kindergarten teacher will share specific dismissal details.



WALKERS

Walkers will leave the building at the north end of the building using Door #16 in a staggered fashion.

- ◆ Students walking together will meet at Door #16.
- ◆ Walkers will line up in the hallway by their grade level.
- ◆ Adults meeting their children to walk home should meet their child at Door #16.
- ◆ **Adults will hold up their car tag so that staff can see who needs to be dismissed or they will tell the staff member their family number.**

PICKING STUDENTS UP EARLY FROM SCHOOL:

- No adults or older siblings (older than elementary school) will be able to wait in the entryway or directly outside Door #1 between 2:45-3:30 due to vehicle congestion and safety concerns. **All students who are leaving early must be picked up by 2:45 due to vehicle congestion and safety concerns. If a parent is picking up early, they must call the office by 2:45 PM so that we are able to communicate the information to the classroom teacher.**
- When an adult must pick up a student for an appointment or early for any reason, they must wait in the entryway or outside. A staff member will contact and retrieve the student when the adult arrives to pick them up. Please allow extra time when picking up your child early from school.
- There will be a sign-out sheet in the entryway for the parent to sign. The adult may need to show a photo ID through the window to the office. Secretaries will monitor this process.

STUDENT TRANSPORTATION (BIKE RIDERS, SCOOTERS, MOTORIZED SCOOTERS, E-BIKES, SKATEBOARDS)

As we continue to prioritize student safety and maintain an orderly school environment, we want to remind families of the following expectations regarding student transportation to and from school:

- Students riding bikes, scooters, motorized scooters, e-bikes, or skateboards must walk their equipment once they are on school property to ensure the safety of all students and staff.
- All bikes, e-bikes, motorized scooters, and scooters must be secured in designated outdoor storage areas (e.g., bike racks) on our primary playground and taken home at the end of each school day.
- The school is not responsible for the storage, security, or maintenance of any student transportation equipment.
- For their safety, students are expected to wear appropriate protective gear, such as helmets, when riding bikes, motorized scooters, scooters, e-bikes, or skateboards.
- If students are not safe when riding to school, the student will lose the privilege of riding to school.
- We appreciate your partnership and support in helping us maintain a safe and organized campus. If you have any questions, please contact the office.

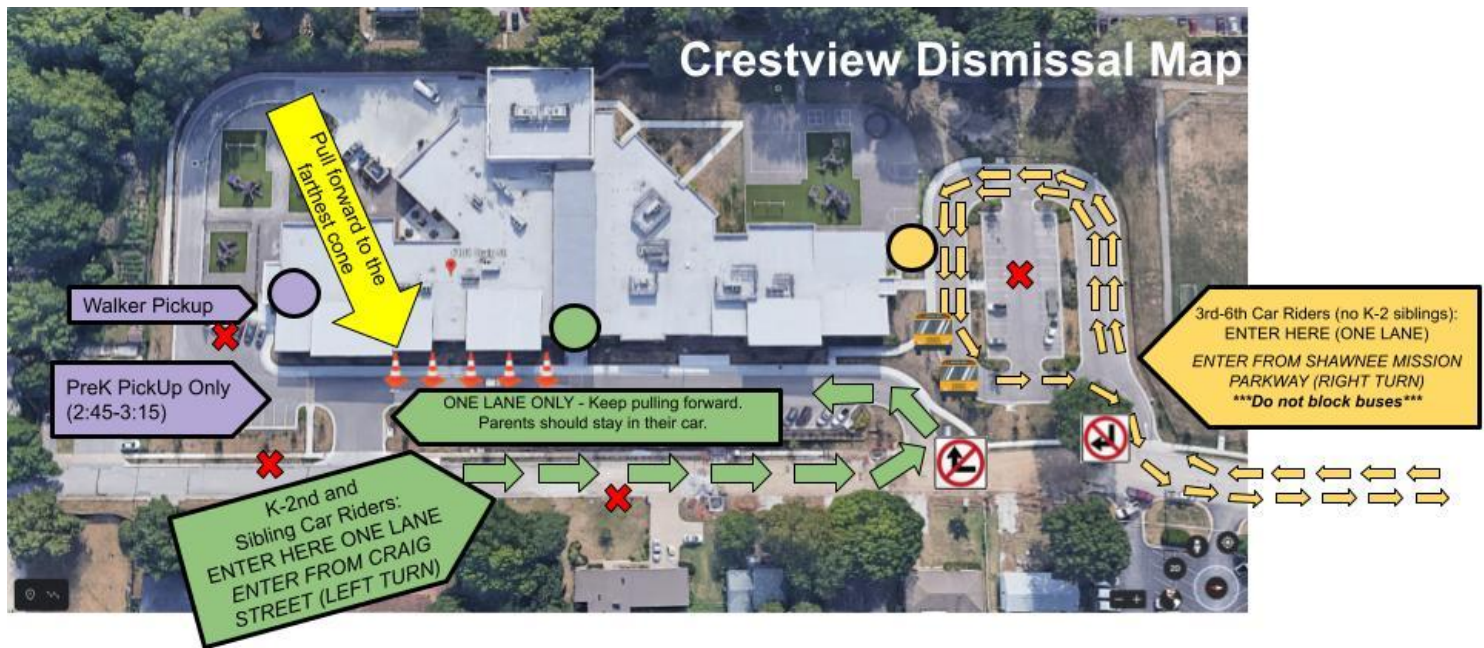
Everyone is expected to be patient and courteous. Safety is priority number one.

Please put away your cell phone and any other distractions while dropping off or picking up your student.

SEE DISMISSAL MAP ON NEXT PAGE



ARRIVAL AND DISMISSAL PROCEDURES



KEY:



Pick Up/Enter



Student waits for you here



No parking here during dismissal
(starting at 2:45)



No right turn permitted



Please put cell phones away
during dismissal.