

Merkley Arrival/Dismissal Procedures

During both arrival and dismissal, students are not to be dropped off/picked up by driving up to the main entrance, this area is for buses only.

Arrival (Doors open 7:35 - Class Begins at 7:50)

Doors open for students at 7:35 a.m. daily. We will not allow entry to non-breakfast students prior to 7:35 a.m.. Students who eat breakfast at school will be allowed entry beginning at 7:20 a.m. Upon entering the building at 7:35 a.m., students will proceed directly to their classroom. Anyone arriving after 7:50 a.m., will need to buzz and come into the main office to sign in.

Cars will enter the parking lot off 42nd street and follow the curve to drop off students. **Please pull up as far as you can and drop all your students off at one time. Have your children ready with their backpacks, lunch money, hugs and kisses, so that when you stop they may exit the car quickly, and we can keep the drop off line moving.** The line can become backed up onto 42nd street very quickly which causes safety issues for our parents, as well as other drivers. Please do not enter the parking lot using the 5th street exit.

Please drop off curbside only. **Avoid dropping children off where they have to cross the street, this is extremely dangerous. It will be your responsibility to cross them if you choose to do this.** Please be mindful of other drivers and walkers. We know many of you have to get to work, and we want all children to be able to enter the building safely and on time.

Dismissal (2:20)

At the end of the school day (2:20 p.m.) the following doors will be used for dismissal:

- Grades K-1 will exit through door D
- Grade 2 will exit through door E
- Grade 3 will exit through door A
- Grade 4 will exit through door A
- Grade 5 will exit through door A
- Bus riders will exit through door A (a few minutes prior to the remainder of the school being dismissed where the buses will be waiting).

Cars may enter the parking lot off 42nd street and follow the curve to pick up or park in the parking lot to walk up to get students. We would like to thank you in advance for your cooperation as we strive to keep our Merkley families safe.