



2025-2026 Sequiota Elementary Arrival/Dismissal Procedures

MORNING PROCEDURES

Morning drop-off - Doors open at 7:00 a.m.

Breakfast 7:00-7:20 a.m, School starts at 7:20 a.m

Please adhere to the following guidelines established for a smooth morning drop-off:

- If you are the first car motioned through, please pull up to the sign that reads #1.
- Starting at 7:00 all students will enter the building through the APR door (labeled #12). If students are eating breakfast they will join the breakfast line, if they are NOT eating breakfast they will sit with their class lines.
- For safety purposes, adults will not be permitted through this door, they must go to the office to sign in.
- If you are having an issue in your car or your child is not quite ready to get out, please pull all the way forward as soon as possible so you don't hold up the line of traffic.
- For safety reasons, please avoid letting your child exit on the driver's side of the car.
- Students may begin unloading once their vehicle is parallel to the sidewalk only, if there are no cars ahead of you, please remember to pull forward to the sign that reads #1 before unloading.
- If you need to get out of the car on a regular basis to assist your child, please park and unload your child assisting them to the crosswalk. You do not need to walk your child into the school; the crossing guard will be there to help your child cross safely.
- Pedestrians must use the crosswalk.
- When exiting the parking lot avoid making a left turn onto mentor if it's causing traffic to back up behind you.
- We will not utilize a double car line along the back of the parking lot in the mornings.

-Walkers:

- Students will enter the building through door 12 (into the cafeteria) if coming from the East/playground.
- Students will enter the building through door 3 if coming from the West (crossing Mentor).

Late Arrival - After 7:20 a.m.

The APR door (labeled #12) will be locked at 7:20 when the bell rings. If a child arrives after this time families must park and use the crosswalk to walk your child to the office door (Labeled #1). For safety purposes, an adult should always accompany a student to the office. Students must stop by the office to get a late pass before heading to class. Please say your goodbyes in the corridor and allow the student to walk themselves to class. If the child needs help, a staff member will help them.



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DISMISSAL PROCEDURES

Dismissal - 2:20 p.m. - All after school transportation changes should be communicated to the office by 1:30 pm

Please adhere to the following guidelines established for a smooth afternoon pick-up:

Each family will receive 2 car tags and 2 blue dismissal cards at Meet the Teacher. Both car tags and blue cards have a Sequiota logo on them to authenticate them. If you need additional tags, you may request them in the office.

-Parent Walk-up:

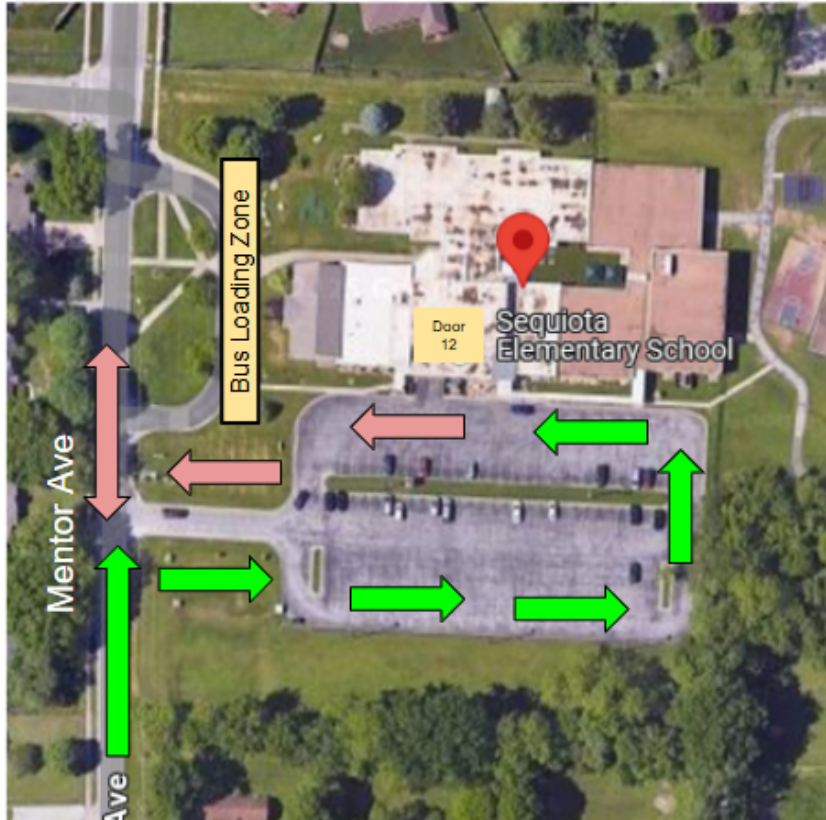
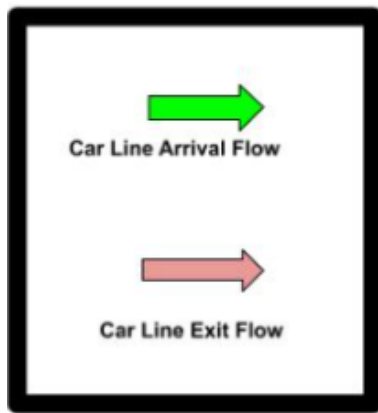
- All students must be picked up through the exterior cafeteria door (labeled #12).
- We will dismiss the parent walk-up students first in order to avoid safety concerns with the carline.
- All parent walk-up families will place the blue dismissal card(s) in the grade level baskets every day by 2:20 p.m. Staff will then pass out those cards to the students in the APR. Students will return the card to the parent/guardian when they come outside (the card will be used again each day).
- If you do not have your dismissal card a student will not be dismissed to you, instead you will be directed to the office door to show I.D. and the student will be called to the office for pick-up.
- We will collect the blue card baskets at 2:20 p.m. - at this time, we will not accept additional blue cards until after the car line ends for the safety of all students and families.

-UPDATED afternoon Carline - SEE MAP

- Once the first 12 spots are full (6 along the sidewalk by our building and 6 pre-loading spots on the east side of the parking lot) we will begin the double car line along the south side of the parking lot. Please fill up both sides of the double line. When it's time to start moving forward, please take turns merging from both lanes into the pre-loading spots.
- It is extremely important that cars pull all the way up to # 1 in order for us to load multiple students.
- Attached to the mirror/visor should be a car tag with your child(ren)'s name(s) on it. Please keep this tag displayed until your child is in the car. If you do not have your tag, you will be asked to show I.D.
- As cars pull forward, staff will call out names and students will be excused in the following fashion: Sally Sue #1, Happy Heather #2, Fantastic Fred #3...etc.
- Please do not get out of your vehicle to help load a student or buckle them. A staff member will help load them and you may pull into a parking spot if you need to help buckle them.
- When exiting the parking lot please avoid making a left turn onto mentor if it's causing traffic to back up behind you.



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-Walkers:

- East Walkers will exit the East side of the building and will be walked by a staff member to the playground gate off of Sulgrove street. If you are meeting your child please wait for them at the gate.
- West Walkers will exit the west side of the building and will be walked by a staff member to (or across) Mentor Avenue at the crosswalk. If you are meeting your child please utilize Greeley or Manitowish street to park. Parking on Mentor causes a lot of traffic concerns with our carline.
- **Please remember that walkers are NOT supervised once walked to the designated locations mentioned above.** If a walker returns to the building stating that their ride was not waiting for them, they will be placed in the cafeteria with the rest of the car riders for pick-up. All car line parents must display a car tag with their child's name on it. If you do not have your tag, you will be asked to show I.D. in the office.

-Y Academy

- Students will go straight to the gym for after-school care.
- Parents will utilize the sidewalk to walk around to the East side of the building to the gym door (labeled #7) to pick up their child from Y Academy. After a student is in after-school care they must be signed out by a guardian for pickup.



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Early Pick-up: No early pick-ups after 2:00 p.m.

If you need to pick your child up before our 2:20 dismissal, please park and come into the office to sign them out. The secretary will call down for your child to meet you at the office. For safety reasons, if you are in the building already (due to an event) you must come to the office to sign out your child first and allow the secretary to call for your child to meet you at the office to leave. This allows us to keep accurate numbers for attendance and accountability for where each student is at all times. No early pick-ups after 2:00 p.m.