

Welcome to DCS Curb Duty!



Student, Parent, & Community SAFETY is our FIRST priority. Thank you for your help in providing a safe and welcoming environment at DCS. Let's greet our students with kindness and send them home eager to see us the next day. Let's guide fellow parents through the drop-off and pick-up procedures with patience and grace. Let's practice good listening with community members and help our school community be good neighbors.

Thank you so much! Let's have a great year!

Key Information for ALL shifts:

- Sign In using the QR Code and initial on the sign-in sheet in the PSC Shed
- Gather your tools:
 - Orange vest (Yellow if you are a Lead/Rover)
 - Volunteer Lanyard
 - Recess/Curb Lanyard/Deck (This deck will help you find answers)
 - STOP sign if you are covering a crosswalk
 - Megaphone (PM Caller)
- Sign Out using the QR code at the completion of your shift
- If you have to leave early in the middle of your shift please inform your Lead/Rover, do not leave the area unattended
- Communicate with your Lead/Rover about any issues you are having so that leadership can address your concerns (scheduling, questions, conflicts, etc.)
- Office Staff is there to help you. Contact them when short on volunteers, and/or for situations that require their attention.

Please help drivers adhere to the following rules during your shift:

- Drop off/Pick up only happens at the white curb zone
 - "Please wait until you are at the curb to unload. Thank you!"*
 - "Please pull forward, then your child can get out of/in the car. Thank you!"*
- All parents/children/staff are asked to use the crosswalk
 - "Please use the crosswalk. Thank you!"*
- Drivers need to stay with their vehicles and move when asked by you
 - "Please pull forward. Thank you!"*
 - "If you need to walk your child in, please park in the neighborhood. Thank you!"*
- Students need to have been released from class for drivers to be at curbside
 - "Please circle the block, your child is still in class. Thank you."*
- Drivers cannot park in red zones, in front of fire hydrants, in front of driveways
 - "Please move your car. It's not in a safe zone right now. Thank you!"*

If a driver chooses NOT to listen to you, that's their choice. Notify the Lead/Rover at the end of the shift. If there is a safety concern, notify the Lead/Rover immediately.

AM Curb Duty Procedures

When your goal is to take care of others, don't forget to take care of yourself first. It will be hot, cold, rainy, windy, etc. at some point during the year. Sometimes snack options are in the shed if you have to skip breakfast to make it on time. Having a rough morning? Take a break, take a breath.

Nuts and Bolts

- Shift Schedule:
 - 8:10am - 8:45am
 - Please stay until the line is gone. Notify your Lead/Rover if you cannot.
- Campus Opens at 8:15am
- K5 Bell: 8:30am
- MS Bell: 8:40am
- If you have a shift on campus after curb, coordinate with your teacher/peers so everyone knows you will arrive after curb duty is completed.

Curb Volunteers

- Open doors for kids, welcome them off with kindness and assistance
- Never open the door to the street side.
- Wave drivers forward when it is safe to do so
- Put up a hand to stop drivers when you need them to wait
- How would you want your child to be helped when arriving at DCS?

Crosswalk Volunteers

- Did you get your handheld stop sign?
- **Stop vehicles** when you need to let people cross in the crosswalk
- **Stop people** to allow vehicles to clear out. If cars are backed up, incoming drop-offs cannot unload
- **You determine the flow of traffic.** It's okay to tell a driver to keep going even when they think they need to stop. It's ok to tell pedestrians to wait.
- Keep an eye on what is happening at the curb and adjust your traffic control as needed.

ALL AM Curb Volunteers: At the end of your shift, please place 4 road cones on the white curb to reserve space for deliveries and emergency vehicles. Space the cones to accommodate 4-5 regular-sized vehicles. Thank you!

PM Curb Duty Procedures

When your goal is to take care of others, don't forget to take care of yourself first. It will be hot, cold, rainy, windy, etc. at some point during the year. Sometimes snack options are in the shed if you have to skip lunch to make it on time. Having a rough afternoon? Take a break, take a breath.

Nuts and Bolts

- Shift Schedule:
 - 3:00pm - 3:35am (Wednesday/Minimum Day, 12:40pm - 1:10pm)
 - Please stay until the line is gone. Notify your Lead/Rover if you cannot.
- Dismissal Schedule
 - Grades 1-3: 3:05pm
 - Grades 4-5: 3:10pm
 - Grade 6-8: 3:20pm

PM Name/Room Caller

- Scan the WhatsApp QR code to open the "Curb Duty Call Outs" chat
- Get the megaphone from the office
- Coordinate with the Curb Texter to make sure everyone is using the WhatsApp chat
- Call names/rooms as you get them from the texter
- Make additional announcements as necessary
- Do NOT accept this position if you do not use WhatsApp

Curb Texter

- Scan the WhatsApp QR code to open the "Curb Duty Call Outs" chat
- Coordinate with the Texter to make sure everyone is using the WhatsApp chat
- Re-text names/rooms for drivers still waiting for their child, as necessary
- Do NOT accept this position if you do not use WhatsApp

Gate Monitor

- No K-5 child leaves the school grounds without a guardian walking them unless they are getting into a vehicle
- MS students are allowed to leave campus AFTER their bell at 3:20pm

Curb Volunteers

- Open doors for kids and assist them into their vehicle
- Never open the door to the street side.
- If any students are remaining at the end of pick-up, please inform the Office Staff so every student is accounted for

Crosswalk Volunteers

- Did you get your handheld stop sign?
- **Stop vehicles** when you need to let people cross in the crosswalk
- **Stop people** to allow vehicles to clear out. If cars are backed up, incoming drop-offs cannot unload
- **You determine the flow of traffic.** It's okay to tell a driver to keep going even when they think they need to stop. It's ok to tell pedestrians to wait.