



ARRIVAL AND DISMISSAL PROTOCOLS

2024-2025

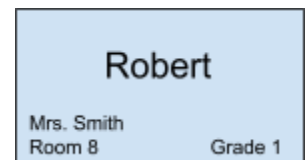
Dear Meadowside Families,

Included within this letter are important details regarding Meadowside's Arrival and Dismissal protocols. **As always, safety is our top priority**, and we appreciate everyone's patience and flexibility as we work together during arrival and dismissal - especially at the beginning of the year when our new families are learning our procedures. In addition to the information below, please know that we will also have signs and staff to help students and families learn our routines.

Along with the overview that follows, you will find included in this mailing,

- **ORANGE Student Dismissal Form(s)**: Our dismissal forms are extremely important, as it tells our teachers how your children will be dismissed on the first day and beyond, as well as who is authorized to pick up your child. **This form must be completed on both sides and returned on the first day of school.** A form needs to be completed for each child you have registered in our school.
- **ORANGE Numbered Car Pick Up Tag**: Our numbered Car Pick Up Tags are for dismissal. They are sent to all our families.

We have also added **two blank name tags** for your child(ren) to wear the first two days. Please use a marker to fill out the name tag like the example to the right with your child's first name, teacher's name and room number as well as their grade. **Have your child wear the name tag to school on the first day; it will help arrival to run more smoothly.** But please – do not worry if they lose it on the way to school—we know where every student belongs; the name tags just help us identify students and their teachers more quickly.



For our families who were in attendance with us last year, please remember to also send your child in with their Milford Public Schools Lanyard. Our students will be using their lanyards throughout the day -- for getting on and off buses, checking in and out library books, and for snack and lunch. If you weren't with us last year, please do not worry, your child will be issued a lanyard during the first days of school.

Thank you for your attention to our school arrival and dismissal practices -- we appreciate your partnership in keeping all of our students, staff and families safe -- and we can't wait to see you this fall!



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Student Arrival 8:20-8:40 AM



STUDENTS ARRIVING BY BUS:

- Upon arrival at school, buses will unload front to rear.
- Students will enter through the front lobby.



STUDENTS ARRIVING AS WALKERS

- Students arriving as walkers will enter Door 15 opposite the small playscape.
- Our doors will open for walkers at 8:20.



STUDENTS BEING DROPPED OFF BY CAR

- Families will pull into either of the drop off loops. Students should not be dropped off until after 8:20.
- Students will proceed on the sidewalks to Door 15 opposite the small playscape.
- If a student arrives after our staff has closed the arrival doors, families will need to park and bring their child to the front lobby where they will be checked in with our Greeter.





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Student Dismissal - 3:25 PM



STUDENTS RIDING THE BUS

- When called, students will be dismissed from their classrooms to a bus queuing area.
- Students will scan their Milford Public Schools Lanyards getting on their bus.

STUDENTS ATTENDING AFTER SCHOOL PROGRAMS (YMCA, Boys and Girls)

- Students attending After School Programs will be dismissed directly to program staff for supervision.

ESCORTED WALKERS (Students walking home with adult family members)

- School Staff will escort students to designated exit doors.
 - Kindergarten and Grade 1 students will be dismissed from classroom doors at the back of the building. (Back Blacktop with 120 Chart)
 - Grade 2 and Grade 3 students will be dismissed from the courtyard door: Door #14.
 - Grade 4 and Grade 5 students will be dismissed from the back hallway: Door #12.
- Parents are expected to show identification until we get to know our families.

INDEPENDENT WALKERS (Students walking home independently)

- Students in 4th and 5th grade who are walking home independently will be dismissed directly by their teachers from the back hallway: Door #12.
- Students should report directly home and not congregate on school property or use school playgrounds without parent/guardian supervision.



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STUDENTS BEING PICKED UP BY A CAR

Milford Public Elementary Schools utilizes a tag system for car pick up to enhance safety while expediting student pick up in the afternoon. The tag system will consist of a **numbered car pick up hanging tag** for the pick up vehicle and a corresponding **backpack tag** affixed to the student's backpack. As vehicles pull into school property the car pick up tag must be displayed, so school staff can clearly view the numbers. Designated staff will use radios to notify staff of the vehicle number and students will be called from the queuing area and escorted by staff to corresponding vehicles.

Included in this mailing you will find your new car pick up tags. Please note: all students are provided with a tag number system even if they are typically going home on a bus or being picked up as a walker by a family member. This will allow for flexibility in the case that a family's transportation method changes. When you arrive for dismissal please ensure that your hanging tag is visible for staff. If you need additional hangers please let us know.

- **Our building staff will affix corresponding number tags to your child's backpack during the first day of school.** While the numbers are the same as last year - we ask that you remove any old tags from your child's backpack prior to the first day.
- **All vehicles at dismissal should utilize the loop closest to the building.**
- As vehicles pull into the parking lot staff members will radio to the queuing area with your vehicle number.
- Staff in the queuing area will escort students out of the building and into vehicles.
- Vehicles must stay in the lane and should not attempt to go around other vehicles. Vehicles must not block school driveway entrances or exits to allow for bus entry as well as in the event of an emergency.

Should a vehicle not have a hang tag (either missing or alternate pick up), please park and call the main office at 203-783-3555. The main office will explain the procedure for picking up your child. In the event of a lost/missing car tag, families should contact the main office for a replacement tag. If another Meadowside family will consistently pick up your child, please notify the office and we will include all children on a single family vehicle number.

Change in Dismissal: If you need to make a change in your child's dismissal, please send in a note with your child. In the event that you need to make this change after your child has arrived at school, please call the office at 203-783-3555. We will also need you to send a follow up email to the classroom teacher, our greeter Megan Ansaldo mansaldo@milforded.org, and our building secretary Katelyn Donofrio kdonofrio@milforded.org. Unless in the case of an emergency, please notify our office staff of any change in dismissal by 12:30pm.