

Laurel Ridge Elementary Arrival-Dismissal Procedures

General Information:

- Breakfast ends daily at 7:45 am unless the child is a bus rider and the bus was delayed.
- Please refrain from parking in the lane in front of the school and the gravel area by the trailers at any time. These areas are the official fire lanes and your car may be ticketed. If you need to park please park in a designated spaces.
- Please be respectful of our neighbors and all traffic laws. There are areas in the neighborhood including parts of Blueberry Trail that are no parking zones on school days. Also be sure not to park within 30 feet of a stop sign at any time especially when lining up for dismissal.

Arrival:

- School begins promptly at 7:55 am. Students are tardy at that time.
- Carpool drop off in the morning starts at 7:15 am.
- Students who arrive prior to 7:25 am report to the cafeteria. After 7:25 am, kids report to classrooms.
- All adults must check in to receive a visitor's badge if they are entering the building at any time to visit the cafeteria or the classroom. (Even district employees) *Please note: You will be asked to leave items for the classroom, notes, etc with the front office as teachers begin supervising students and teaching morning intervention at 7:25 am and are unavailable to meet with parents at that time.*

Dismissal:

- If you need to change your child's dismissal, all changes need to be received in writing. You can send a note or email to your child's teacher. If you are sending an email please also send it to Ms. Townes and Mr. McKinley in the front office. All changes need to be made prior to 1:00 pm.
- Car pool pick-up in the afternoons begins at approximately 2:40 pm. Cars are to remain at the top of the driveway until all buses have left the transportation loop in front of the school.
- Dismissal starts with bus riders and day care vans first at 2:25 pm, then walkers and bike riders by the gym, and then car riders. Eagles landing is the last group to dismiss.
- The car riders line start on the far side of the four way stop (see stars on the map) at Balsam and Laurel Ridge. The car riders line should not move to the loop until all three general education buses leave the loop. Car riders must be picked up no later than 2:55 pm or they will be enrolled in the aftercare program at the parent/guardian's expense.

Walkers and Bike Riders:

- There is a crossing guard in the front of the school at the corner of Balsam and Shetland.
- There is a bike rack outside the front of the gym for students to lock-up their bikes.
- If your child is walking to school, please encourage them to remain on sidewalks at all times.
- Students who walk or bike in the afternoons, must check their child out with an adult prior to leaving campus. Pre-K students will need to be checked out from the school cafeteria.

Car riders:

- Slow down! Remember that students are difficult to see in between cars and in the dark.
- Please stay in your car and allow students to exit the car independently with their backpack, lunchbox and anything else they need to have a successful day. Staff will be out front to provide assistance as a courtesy and will help as they can when not monitoring traffic and unloading lift buses.
- Pull all the way to the far side of the loop closest to the gym before stopping for your child to exit the car.
- Students are to enter/exit the car from the right-hand side/passenger side ONLY.
- Please refrain from using your cell phone and idling in the transportation loop.
- Drivers should only enter the transportation loop by making a right-hand turn from Balsam. (*See map*)
- Only park in designated spaces. If your child needs assistance getting in and out of the car, please pull into the parking lot in front of the school.

- Once your child exits the car or has entered the car, please be patient and don't cut in front of other cars still unloading or loading.
- Please make sure your dismissal car tag is visible either hanging from your rearview mirror or on your dashboard.
- Car riders must be picked up no later than 2:55 pm or they will be enrolled in the aftercare program at the parent/guardian's expense.

Bus Riders:

- Bus schedules are available on the DeKalb County Schools website and outside the cafeteria.
- Students are expected to follow the code of conduct on buses.
- Cell phones are not permitted to be used on buses.
- An adult must meet all K-3 students at a bus stop unless they have a sibling in 4th or 5th grade with them. If no one is there to meet the child, they will be returned to school.

Daycare Pick-up:

- A list of daycares that pick-up at LRE are available on the school website and with the other school information outside the cafeteria.
- Daycare pick-up occurs behind the gym.
- Daycares must pick-up no later than 2:35 pm.

