Keith Elementary School
Arrival & Dismissal Explanation
2019-2020

Dismissal Procedure – 1st week of school
All students will receive and wear a color-coded wristband to identify their mode of transportation home from school. Students will be asked to keep these wristbands on for the first week to help staff members and parent volunteers quickly identify where each student is going at the end of the day and how s/he is getting there. If students will be using more than one form of transportation for the first week, they will wear multiple wristbands with the appropriate days labeled on them. Students will not be required to wear the wristband(s) beyond the first week of school.

This is an example that shows that student “Augenstein” would be riding bus 160 home on Tuesday and Thursday during the first week of school. The student would have another wristband (or two) showing dismissal plans for Wednesday and Thursday, as well.

ARRIVAL AND DISMISSAL
DAILY SCHEDULE
6:30 AM PRIME TIME CARE OPENS
8:00 AM OFFICE OPENS
8:40 AM STUDENTS ENTER DOOR 7 FOR DRAGON DROP OFF LINE ONLY
8:50 AM 1ST BELL (ALL STUDENTS MAY ENTER BUILDING)
8:55 AM SCHOOL BEGINS – DRAGON DROP OFF LINE CLOSES
At this time, students may only enter through Door 4 – main entrance with a parent or guardian to sign them in as tardy
3:30 PM Cut off time for early dismissal. (If picking up your child early, arrive before 3:30pm)
3:49 PM STUDENT DISMISSAL PROCESS BEGINS
4:30 PM OFFICE CLOSES
6:00 PM PRIME TIME CARE CLOSES

If your child needs to arrive earlier than 8:45 AM, Prime Time Care services are available. Exterior door 4 (front entrance) and door 5 (parking lot entrance) open at 8:50 AM for admittance into school. Exterior door 7 (media center) will open at 8:40 AM for Dragon Drop off only. School begins at 8:55 AM. Students arriving late will come to the office with a parent or guardian to sign in and receive a pass to take to class. On half days, student dismissal begins at 12:00 PM. On full days, we begin our dismissal process at 3:49 PM. Please note that we will not allow students to be checked out early after 3:30pm on full days or 11:30am on half days as this interferes with our daily dismissal process. Should you need to pick up your child early, please do so prior to 3:30pm by reporting to the main office at Keith. Please be prompt when picking up your child at the end of the school day.
ARRIVAL/DISMISSAL SAFETY PROCEDURES

**Bus Loop:** The front circular drive (bus loop) is closed to traffic except buses. **Please refrain from walking through or parking in the bus loop** (The exception is dropping off/picking up from Prime Time Care in the cafeteria prior to arrival or after dismissal).

**ARRIVAL PROCEDURES**

**Drop Off:** Students should be ready with their belongings to exit the vehicle as they approach the yellow safety line. Students must exit the vehicle on the right side and enter the building through door 7 by the media center (See diagram). Our drop off line moves very quickly when we unload 8-10 cars at a time. Unless directed by a staff member to do so, drivers must wait while all cars in the drop-off area unload; pulling out of line creates DANGEROUS conditions for both drivers and students. We strongly encourage families to use the drop-off line rather than parking and walking their students into school. Only students in the drop off line will be allowed to enter the building at 8:40 AM through door 7. Should you choose to park and walk your child to the door, you will have your child enter the school at door 5 and students dropped off with a parent may enter the building at 8:50 AM; school officially begins at 8:55 AM.

*Should any parent need to enter the school for any reason, we ask that you enter through the main doors and proceed to the main office and check in with a secretary. Your understanding is most appreciated as we work to implement this final step of our safety and security procedures.*

Parents of students who attend morning Prime Time Care in the cafeteria – door 2 can briefly park in the bus loop prior to bus arrival to drop their child(ren) off.

**DISMISSAL PROCEDURES**

**Dragon Pick Up:** “Dragon Pick-Up” is the general name used at Keith to refer to any student who will be picked up by a parent or guardian through either the car loop or the walk-up door (Door 3). For the enhanced safety of our students, we have specific procedures for our Dragon Pick-Up students.

All students who utilize Dragon Pick-Up will receive 2 small “Walk Up” cards and 2 large “Car Loop” signs with their name and randomly assigned Dragon Pick-Up number printed on them. These cards will be sent home with the students during the first week of school. All returning Dragon Pick-Up students will keep their same number but will still receive new printed cards and signs. The larger signs are to be placed on the car dashboard where it can easily be read by a staff member, and the smaller cards are to be carried to the gym doors. Should you need a new card reprinted, please email DianaTyrrell@wlcsd.org or AliceJohnson@wlcsd.org in the main office.

Dragon Pick Up students are released at 3:55 PM to walk directly to their designated area in the gym (organized alphabetically according to last name in order to keep siblings together). If a student is going home with another student, they should sit together by the letter that corresponds with the
child’s last name whose parent is picking them up (and parents should notify the teacher/office of this arrangement ahead of time). Adults who walk up to school to pick their child up will go directly to door 3 (gym door) in front of the building and present their card to the appropriate staff member, who will announce to your child that it is time to go. In addition to the supervisory staff in the gym, other staff members will be in the carpool area to identify who is getting picked up by car and communicating that information to the staff in the gym. Students will exit the building and load into cars anywhere along the curb by the yellow safety line. Adults who pick up children from school should be prepared to show ID.

A staff member at the crosswalk (usually Mr. Marijanovich) will direct traffic patterns. The traffic flowing out of the parking lot and on Keith Road is VERY heavy at the end of the day, so PLEASE adhere to the directions of the staff member at the crosswalk. Vehicles that are delayed because their riders have not yet been loaded will be asked to pull ahead to wait, enabling the other vehicles to continue through the carpool line. Please refrain from getting out of your car to assist your children during drop off or pick up. Staff members and Safety Patrol members are outside to help the process move smoothly. While driving through the drop-off and pick-up lines, please be courteous to other drivers and walkers, and for the safety of all please refrain from using cell phones and other electronic devices. Lastly, as you approach the parking lot exit in your vehicle, please do not cross the median into the bus loop.

**Walkers:** Students who are walking off school property without a parent or guardian, will be released at 3:55 PM, allowing them to exit the building through doors 4-10 prior to the bus riders being released. We recommend students walk in groups, and they must cross main intersections (Keith/Commerce and Keith/Willow) under the supervision of our crossing guards. Before allowing children to walk home alone, parents should ensure students know the route they will take and are able to make safe choices. As an added precaution, children should know what to do and how to reach you if no one is home when they arrive.

**Prime Time Students:** Students who are scheduled for afternoon Prime Time Care will go directly to the cafeteria at 3:55 PM. After the dismissal process is complete and buses have left, parents can briefly park in the bus loop while they pick up their Prime Time Care students in the cafeteria.

**Bus Riders:** Bus riders are dismissed at 4:02 PM, and they go directly to their buses (under staff and student safety/service squad supervision).

**Parking:** While we strongly encourage using the drop-off/pick-up lines, if you must park your vehicle, please adhere to the following guidelines:
- Park in the parking lot or the West Bloomfield Sports Park to drop off or pick up your student. Please remember to use the crosswalks and/or sidewalks when entering and leaving the building. Students must walk with an adult in the parking lot.
- Park on the very far south end of the school property on Keith Road, just past the bus loop (towards Commerce Rd.), and use the sidewalk to enter the building to drop off or pick up your student. Please allow ample room for buses to turn onto Keith Road.
Parking Lot Diagram: (See below)