

Traffic Procedures

Southwood Valley Elementary

2017-2018 School Times: 7:45 am start, 7:50 am tardy, 3:05pm dismissal



Our #1 goal during arrival and dismissal is to keep your child safe!

YOU can help us by doing the following:

- Follow the arrival and drop-off procedures at all times. They are put into place for the safety of your children.
- Be patient. Saving a few minutes of your time is not worth an injury to ANY child.
- Be kind and courteous to others by not cutting lines or parking/stopping in areas that are not designated as visitor parking.
- Be respectful of staff members. They have been asked to enforce the school procedures for the safety of your children.
- Drive with caution. Please obey the school zone speed limit including no cell phone use while driving.
- Be mindful. The first week of school is a time when many new students/parents and staff members are learning our new traffic procedures. This may increase drop-off and pick-up times.

Morning Procedures

- Doors (cafeteria, gym & front) open at 7:15a.m.
- Students arriving before 7:35a.m. will wait in the gym or eat breakfast in the cafeteria. Students are released to class from the gym and cafeteria at 7:35a.m.
- Students arriving after 7:50a.m. **MUST** enter through the front doors and get a tardy pass from the office before continuing on to the classroom. ALL doors of the building, **except** the front door, lock at 7:40a.m.
- Morning announcements will begin at 7:45a.m. All visitors in the building during this time are asked to stop and remain quiet during pledges.
- Parents who need to enter the building for any reason, including those who want to walk their student to their class or breakfast, **must** park in the front parking lot in the parking spaces labeled **VISITOR**. Please **do not park** in spaces labeled **OFFICE** or **STAFF**. Visitor spots are limited. Visitors may also park along Deacon Drive.

Students Arriving in Cars

- Drop-off is in the back of the school from 7:15-7:50a.m.
- Parents will use the circle drive and drop off students where staff members are located.
- Staff members will be on duty to help assist students from their vehicle.
- Students should have all belongings and be ready to exit when their vehicle stops. This helps keep the line moving quickly.
- Pull forward as far as possible before stopping to unload.
- Students will enter through the cafeteria door if eating breakfast or gym door if waiting in the gym.
- Drop off from the inside lane **only** regardless of which building door students will enter.
- Stay in your vehicle at **ALL** times.
- Drive courteously using caution at **ALL** times.
- Students should **never** be dropped off in parking areas or across the street. This is very unsafe for our students.
- Students arriving after 7:40a.m. will need to utilize the sidewalk just past the gym doors and enter through the front of the building.



Afternoon Procedures

Bus and After-School Child Care Transportation

Students riding a school bus or after-school childcare bus/van will unload and load at the front of the school.



Kids Klub

Students attending Kids Klub will be escorted to the gym where they will be met by Kids Klub staff.

Walkers/Bike Riders

- Students will exit the building from either the Library and Kindergarten hall exit.
- Library walkers/bike riders will be released at the corner of the entrance to the back parking lot and Brothers Blvd.
- Kindergarten walkers/bike riders will be released at the corner of Brothers Blvd. and Deacon Dr.
- Kindergarten students are not allowed to walk home alone but may with an older sibling and parent permission.
- Parents should inform classroom teachers on how to proceed on rainy days.
- Parents will **not** park in staff parking lots and get their student out of the walker lines.



Parent Pick-ups

- Students will exit the building from the Kindergarten hallway.
- Students will be released to parents at the corner of Brothers Blvd. and Deacon Dr.
- Parents will park along Deacon Dr. and meet their student at this location.
- Parents will **not** park in staff parking areas or walk up to the school to pick up their child.
- Students that have not be met by their parent by 3:20 will be escorted back to the school and must be picked up in the front office.
- Parents should inform classroom teachers on how to proceed on rainy days.

Car Riders

- All car riders will be dismissed through the cafeteria doors.
- Cars will enter the back parking lot and form a line through the circle drive way.
- Car tags (provided by classroom teachers) should be visible hanging from rear view mirror/visor/or in passenger window.
- Students will exit the cafeteria doors and will proceed to a numbered location when their name has been called. Staff members will be loading two cars per location.
- Cars will pull forward to the designated numbered location and wait for staff to load the student into their car.
- **DO NOT** exit your vehicle at any time while in the car rider line.
- Students will **NOT** be released to parents who walk up to pick up their student.
- Students who are not picked up by 3:25 must be picked up in the front office.



What if I need to change my child's way home?

Please contact the office by 2:30p.m. so that the teacher can be notified.

Pay Attention to Traffic Signs

It is against the law to turn left into the back parking lot between 7:00-9:00a.m. and 2:30-4:30p.m. There are also NO PARKING along Brothers Blvd.

What is the colored tag on my child's backpack?

We use colored tags to help us easily identify students and make sure they are in the correct dismissal location. Please help us by leaving these tags on your child's backpack.