

Three Chopt Arrival and Dismissal Procedures 2020-2021

Three Chopt Elementary School Hours:

Monday, Tuesday, Thursday, & Friday

Arrival 7:30-8:00am

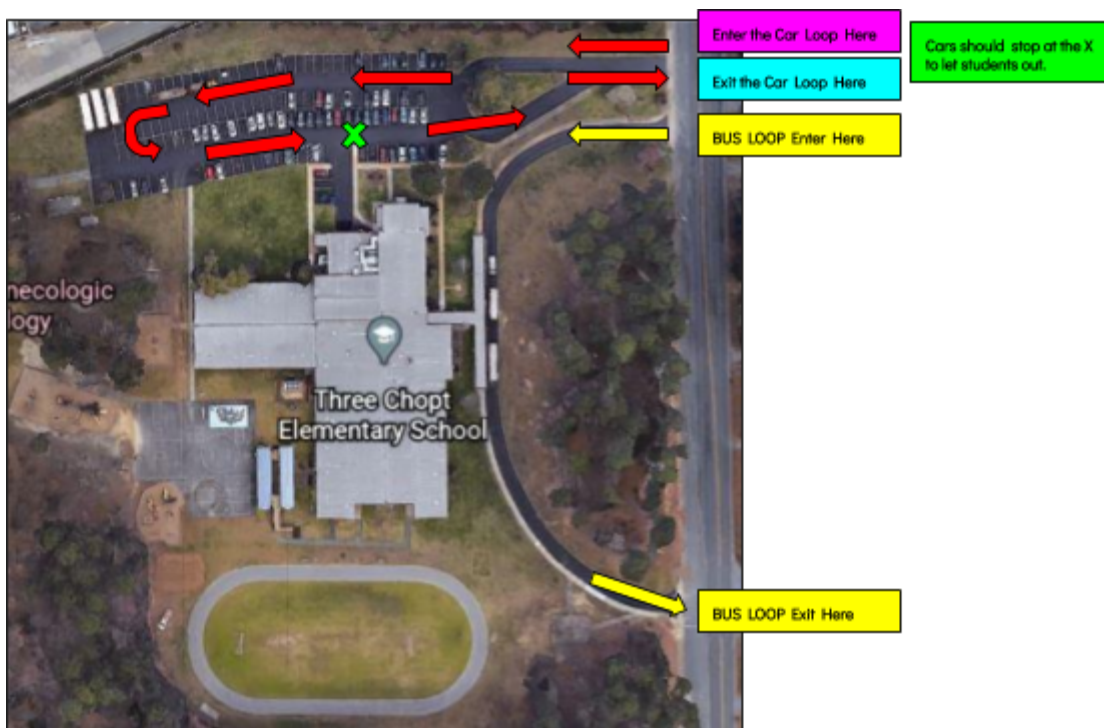
Warning bell rings at 7:55

Tardy bell rings at 8:00 am

Dismissal begins at 1:00 pm

We are so excited to welcome our Three Chopt Cougars back into the building! Pre-K-2nd, FIS, AIS, and ECSE students will begin school on Monday, January 11th at 8:00 am. 3rd-5th Grade will begin on Thursday, January 14th, at 8:00 am. The tardy bell will ring at 8:00 to signal the start of the school day. All students will be dismissed at 1:00 pm.

Our arrival & departure procedures will be similar to years past, however, we will be limiting the number of students exiting and entering the building at a time. Our goal is to promote safe and efficient procedures for our students, parents, and staff. Please refer to the map below for a general overview of traffic flow and read the guidelines to ensure the safety of students, staff, and visitors.



PARENT DROP OFF (MORNINGS beginning at 7:30 am.)

- Several Three Chopt staff members have been designated for morning car duty beginning at 7:30 am. Parents may begin dropping students off at that time. All students must remain in their cars until a staff member has directed them to exit the vehicle.
- When entering the parking lot, please follow the designated traffic pattern. The number of parents bringing their students to and from school has increased significantly. Please do not plan to park your car at this time. If you need to deliver

something to the office, please plan to come outside of arrival & dismissal time. You may also speak with a staff member on duty and they may deliver items to the office if needed.

- Please have your child ready to exit the car (backpack ready, goodbyes said, etc.) when you reach the drop off location so that students may exit the car quickly.
- Your child will exit through a door on the passenger side so that he or she will not have to cross in front of cars.
- Drivers should not exit the car in the parent drop off line. If your child needs assistance opening the door, one of the staff members on duty will assist your child.
- At 8:00 am, the staff member on duty will close the door at parent drop off.
- If your student arrives after 8:00 am, you must park in the parking lot and walk your child to the front office. A staff member will meet you at the door to check your child in as tardy. Parents will not be able to escort their child(ren) into the building this year as part of our health plan.
- Staff will be on duty throughout the building to assist students with getting to their classroom each morning.
- All students are asked to wear their Cougar Badge to school daily. This badge will be used for multiple purposes throughout the school year.

PARENT PICK UP (AFTERNOONS beginning at 1:00 pm)

Our new afternoon procedures will mimic our morning drop off. Each family will receive two parent pick up car passes with your assigned family number. When arriving in the afternoons for parent pick up, place your car pass on your dashboard so it can be easily read by the staff member on duty. Your child(ren) will also have the assigned family number on their Cougar Badge. This will allow for us to precisely and quickly match students to parents for parent pick up. If the person picking up your child does not have the appropriate car pass displayed, the staff member on duty will ask for photo ID to verify permission to pick up your child(ren). This may cause a delay with our parent pick up procedure, so please make every effort to have the pass used on a daily basis. ***As a reminder, if someone other than a parent or guardian is picking up your child, you must send in a written note giving permission. The person picking up, will be required to show ID to the staff member on duty.***

Parents may enter the car loop beginning at 12:50 pm. Dismissal begins at 1:00 pm.

- Parents will enter the parking lot and follow the car line (arrows on map) to the designated pick up location. A staff member will be on duty reading car pass numbers.
- As the staff member reads your number, your child will be dismissed to the parent pick up line. We ask that you wait patiently in your vehicle and an adult on duty will ensure that your child is safely brought to your vehicle each afternoon.
- Once your child enters your car, you should remain in line to exit the parking lot. For the safety of all students, staff, and families, you should not pass cars in line or exit the line to cut through the parking lot to exit.

WALKERS

Students in Grades 3 - 5 may walk or bike to and from school with parent permission on file. Please send in a note to your child's teacher requesting permission for your child to walk to school. Students in Grades K - 2 may walk with a parent or guardian, but not with an older sibling. If you indicate that your child is a walker, this will be their daily plan for afternoon transportation.

- Walkers will use the front sidewalk along the bus loop to exit. The crossing guard at the intersection of the Three Chopt bus loop and Frazee Rd. will indicate when it is safe for students to cross the road.
- Walkers may arrive between 7:30am and 8:00 am daily. (Tardy bell rings at 8:00 a.m.)
- Walkers will be dismissed immediately following the busses. If your child is in Grades K - 2, a parent or guardian will need to be present on the bus loop at dismissal.
- Parents/guardians are responsible for determining the best and safest routes for their child when walking to and from school. You are encouraged to walk the route with your child prior to their first day of school.

CHANGES TO TRANSPORTATION AND EARLY DISMISSALS

- Due to limited bus transportation, students will not be allowed to ride a different bus home or to a friend's house this year. Students may only ride their assigned bus this year.
- If you need to alter your child's typical dismissal plan (change from bus or daycare, biker or walker to Parent Pick Up), please **send a note** to your child's teacher in the morning. If an emergency arises and you need to make a last minute change, please call the school office at 673-3755 before 12:30 p.m. We ask that you follow up with an email as well. All students picked up at the end of the day will be picked up in the parent pick up line and not from the office.
- If your child has a medical appointment that requires an early dismissal, please **send in a note** to make your child's teacher and our office staff aware. Parents who wish to pick their children up prior to our regular dismissal (1:00 p.m.) should plan to pick up their child before 12:30 p.m. Please be prepared to state your name and child's name at the doorbell this year and wait outside for him/her. Office staff will escort your child to the door for any early dismissal.
- Please note that if someone other than the parent/legal guardian is picking a child up early, we must have a note stating that the individual will be picking the child up early that day (even if the person is on the emergency contact/pick up list).

If you have any questions about our transportation procedures, please contact the office at (804) 673-3755. Thank you for your support. We look forward to another safe and successful school year!