

EVANS PARK ELEMENTARY SCHOOL
PEARL RIVER, NEW YORK
Together We Can



Arrival and Dismissal
2019-2020



ARRIVAL

All students who walk or are driven to school should plan to arrive between 8:45 and 8:55 AM, when supervision is available. If you arrive a few minutes early, you must remain with your child until you see one of our staff members on duty outside in front of the building. **Please do not drop your child off in the driveway or have them enter the building without looking to see if an adult is there to supervise.**

DISMISSAL

First through fourth grade walkers will exit from the easternmost side of the building; they will be escorted to the front playground and dismissed to the blacktop. Parents or their designees should park and wait outside **on the blacktop** for their children; please plan to arrive a few minutes prior to dismissal time.

Kindergarten walkers will be dismissed **hand-to-hand** from an exterior door located next to the garage-type door. Adults who are meeting these youngest students must come to that waiting area to receive their children from the staff member responsible for their dismissal. If you have children in other grades, please instruct them to meet you there.

Students going home by bus will go out the main entrance with the teaching assistant assigned to their bus; they may ride **only their assigned buses**. Parents who, at the last minute, need to pick up their child at dismissal time should enter the building and see the staff member with the clipboard who is discharging the buses. The staff member will provide assistance in retrieving the child from the bus line while the parent signs the child out at the main office. **Under no circumstances should parents enter the bus room or take their children from bus lines.**

Changes in dismissal for over three hundred students require careful attention and monitoring. For this reason, all parents requesting any change must inform the classroom teacher **in writing each school day, preferably at the start of the day, on paper**. If your child has left for school, please email the teacher and the office **no later than 12 noon**, so that teachers can obtain this information from their mailboxes at lunch times. *Please be aware that if you call, you will be asked to come in to the building to sign your child out.* Your cooperation in minimizing the number of dismissal changes is appreciated; too many calls and parent entries leave an uncomfortable margin for error.

What cannot be stated too carefully and too often is that the children's safety is our first concern. Please adhere to all arrival and dismissal guidelines and share them with relatives or friends who may be coming in your place to drop off or pick up.

(Over for traffic and parking regulations)

VEHICULAR TRAFFIC

- Drivers of private vehicles drop their children off at the end of the driveway, not near the front entrance. When you arrive behind a bus, you must wait until the bus pulls away and drive to the end of the driveway before releasing children from the cars. **Private vehicles should NEVER stop to release children from the car in the bus area, behind buses or in the middle of the driveway.**
- If your child requires assistance in exiting your car, pull into a parking space and take the necessary time to provide that. Please do not leave the driver's seat of your car when stopped along the driveway; this causes unnecessary delays for those behind you.
- Afternoon buses will be parked early; they need the full length of the driveway to do so. At dismissal time, park in empty spaces or along the side streets, but never in the driveway. **Please leave your car and meet your children on the blacktop. No students will be permitted to meet parents or designees at their cars.**
- Please, always use extreme caution when driving in or around the building, remembering that the same traffic rules for stopping for school buses with flashing red lights apply in front of the school.

PARKING

Parking is limited on the property of Evans Park; please park only in marked spaces when visiting the building. Parking along the side streets is also available, but must be in accordance with Orangetown parking rules, clearly marked with signs on the streets. **Please do not park in areas that block other cars or buses.**

Again, the children's safety is our first concern. Please adhere to parking and traffic regulations to ensure that all children are out of harm's way when moving outside around the building.