



CURLEW CREEK ELEMENTARY

HOME OF THE COYOTES

ARRIVAL & DISMISSAL PROCEDURES – COYOTE FAMILIES

MORNING ARRIVAL

Staff will begin supervision of students at 8:15 AM. Prior to 8:15 AM, students are not permitted on campus for student safety. If you arrive before 8:15 AM, remain with your child until staff supervision begins. When students enter the building at 8:15 they will be directed to the cafeteria for breakfast or to their classroom. Students should be in their seats in class by 8:40 AM ready for our Curlew Coyote News (CCN). Instruction begins promptly at 8:45 AM.

AFTERNOON DISMISSAL

Our main goal at dismissal is safety of students and staff. Dismissal may take longer on the first couple days of school. But rest assured, our staff is committed to a smooth and safe dismissal every afternoon that is completed by 3:15 PM. Parents are requested to please arrive on time to respect our staff members' time (staff hours end at 3:15 PM). Dismissal will take place starting at 2:35 PM. Students will be dismissed as Car Riders, Bus/Van Riders, or Walkers. Please check the dismissal times listed below. Students will follow all expectations and safety guidelines throughout the dismissal process.

DISMISSAL TIMES

- Pre-K and ESE Access Points - 2:35
- Kindergarten - 2:45
- 1st and 2nd grade - 2:50
- 3rd, 4th, and 5th grade - 2:55

CAR CIRCLE HOURS

- **Morning - [8:15-8:40]**
 - ✓ Staff will begin supervision of students at 8:15 AM.
 - ✓ The car circle opens at 8:15 AM and closes at 8:40 PM.
- **Afternoon - [2:35-3:10]**
 - ✓ Dismissal will begin at 2:35 PM.
 - ✓ The car line will close at 3:10 PM. At that time, any remaining students will be asked to wait in the school office. Families will need to come into the office to sign out their student.

CAR CIRCLE HANG TAG

This is required and provided to all families. These can be picked up from your child's classroom during Meet Your Teacher. Please use a thick marker to write your child's name and grade in LARGE print.

GENERAL ENTRANCE TO K-5 CAR CIRCLE

The Curlew Creek Car main drop/off pick-up line will follow a one-way East to West route to keep traffic flowing. From the school entrance, parents will take the first right to gain entry to the front car circle for all students in grades K-5. Please stay in your car and follow the traffic and pull up without leaving gaps between cars.



CURLEW CREEK ELEMENTARY

HOME OF THE COYOTES

ARRIVAL & DISMISSAL PROCEDURES – COYOTE FAMILIES

PRE-K and ESE CAR CIRCLE

The 2nd right turn is for the Pre-K car and ESE car circle. We ask parents to quickly help your child exit the car and follow the flow of traffic around the Pre-K car circle in order to keep safety first and keep the flow of the traffic moving.

CAR LINE PICK UP PROCEDURES

- For safety reasons, there should be no cell-phone usage while parents are driving through the car circle.
- Only approved parents and guardians will be allowed to pick up a child from the car line. At the beginning of the school year, families will be provided with a car tag. These will need to be marked with the child's name and grade. Parents and guardians must place this tag on their dashboards every day when picking up their child from the car circle.
- One staff member will announce the last name shown on the tag. That child will then be called and told which number spot to report to for pick up. Students can expect to hear their grade level, last name, and line number when called on the microphone.
- Students should be listening for their names and waiting quietly in their grade level area with supervising teachers.
- Parents pull up and stop at the number called
- If a parent stops at the appropriate number, but their child is not there, a staff member will ask that car to pull up to help traffic continue flowing while waiting.
- Once a car pulls up to the proper number, a staff member or safety patrol will assist your child to the car. Cars need to remain parked until the staff member or safety patrol is back on the sidewalk.
- Upon receiving their child, parents and guardians are expected to wait in the car line until the traffic begins instead of pulling out and going around the other cars. This is for everyone's safety.
- Parents must notify the office if their student will be picked up by anyone other than the parent. If you carpool, please notify the office in writing of any changes.

BUS RIDERS

- Students who ride the bus will be expected to follow all Pinellas County School District Transportation Guidelines. All transportation questions regarding pick up/drop off locations and times will need to be addressed with the District Transportation Office.
- All buses assigned to Curlew Creek will have a route number. Route numbers will be assigned a color during the first week of school. At the beginning of the year, students will receive a color tag which matches their assigned bus. Teachers will attach these tags to student backpacks.
- The Bus Loop driveway on the back left of the school is reserved for buses. This is not a student pick up area nor a parent parking area.
- Parents must notify the office if their student will not be picked up by the bus for the day. Please include who will be picking up the student and ensure they are on the approved pick-up list.
- **Families of bus riders should sign up for the Bus Bulletin. Bus Bulletin will alert parents of delays or updates. The link to sign up can be accessed here: <http://busbulletin.com/parents/>**



CURLEW CREEK ELEMENTARY

HOME OF THE COYOTES

ARRIVAL & DISMISSAL PROCEDURES – COYOTE FAMILIES

MORNING BUS ARRIVAL

Students will exit the bus and be escorted to the nearest door to enter the school campus. Students will be directed to breakfast, if needed, or their homeroom class. Late bus arrivals will be directed to breakfast, if needed, and then class.

AFTERNOON BUS DISMISSAL

- Buses will be color coded. Students will be required to check in with designated staff at their bus color station. Staff will verify the student's name on the bus roster and mark them present.
- Once checked in for their specific bus, students will line up quietly and wait for all students to be counted. Supervising staff will lead the group of students to the bus for boarding.
- Upon boarding the bus, students will follow the directions of their bus driver.
- In the case of a late bus, students will be encouraged to read quietly. Students may also begin to work on any homework they may have. Bus Bulletin will alert parents of the change in time.

WALKER/BIKE RIDER MORNING ARRIVAL

- Students will enter campus through the neighborhood gate in the bus circle or over the Curlew Road footbridge. Supervising Staff and Safety Patrols will help direct students. The neighborhood gate will open for students at 8:15 AM.
- Students must walk their bikes on sidewalks while on school grounds. Bikes must be stored in the rack at the bottom of the footbridge.

WALKER/BIKE RIDER AFTERNOON DISMISSAL

- Exit campus through the bus circle gate or using the crosswalk to the footbridge entrance. Supervising staff will cross students.
- Bike riders must walk their bikes while on campus.

YMCA MORNING ARRIVAL

Students will enter campus through the café door located in the back of the staff parking lot on the East side of campus. Parents will park and enter the café to sign in their student. Ring the doorbell to enter.

YMCA AFTERNOON DISMISSAL

- YMCA students will report directly to the cafeteria.
- PreK and K students will be picked up from their classrooms and escorted by YMCA staff.
- Families will pick up students from the cafeteria. Parents will need to enter the café to sign out their child.

CLUBS AND EXTENDED LEARNING PROGRAMS

Clubs will dismiss from the main entrance. Families are asked wait in the car line to meet their child. All students must be picked up by an adult. Students may not walk or bike home from before and after school programs due because the time does not fall within Crossing Guard hours.

*****If dismissal plans change, parents must notify the school office no later than 2:00pm.**