

Clays Mill Transportation Procedures 2021-2022

Morning Arrival (7:15-7:45)

- All **buses** will use the bus lane. **No cars are permitted in the bus lane.**
- All **car riders** will be dropped off along the sidewalk at the front entrance.
 - Children will exit from the **passenger side** of the car along the sidewalk only, prepared to exit with materials in a timely fashion to keep the car lane moving efficiently.
 - No adults may park and bring students to the front entrance.
 - Students not inside the building at 7:45 will be considered tardy.
- **Front door walkers** will walk on the sidewalk along the Cardinal Lane side of the parking lot and use the crosswalk closest to the gym. Adults will not walk students to the front entrance. Walkers should not arrive by car and be let out on the sidewalk or in the parking lot.
- **Back door walkers** will enter the building through the primary hallway doors by Mary Queen. Families shall not use Mary Queen's parking lot for dropping off students.

Dismissal Changes:

- To change dismissal instructions, the parent will submit a note in the planner or bring a note to the front office (this also applies for after-school activities). Please include the following on the note: date of change, first and last name of child, homeroom teacher's name, change of transportation, signed by the parent/guardian.

Early Check-outs:

- Students being checked out early must be signed out by 2:25 PM in the front office. Otherwise, the usual transportation mode will be followed. No student will be allowed to be picked up in the office after 2:25 PM.
- If your child needs to be picked up early by an adult (who is on the APPROVED PICK-UP list), the adult should ring the buzzer by the front door and show their photo ID in the camera.

Car Rider Afternoon Dismissal (2:35)

- All car riders will need to be picked up in the car lane. Please wait in the car lane for your child.
- **Parents are not permitted to park in the parking lot to pick-up students during dismissal.** No students are allowed to walk in the parking lot during dismissal time for safety reasons.
- All car riders will exit from one designated door.
- Car riders will be assigned a number and it must be displayed in the car every afternoon on the driver side of the dashboard. Handwritten numbers are not acceptable.
- If you misplace your car number, you must show your ID to the car lane attendant who will verify the person picking up the student is on the approved pick-up list.

Front Door/ Back Door Walker Dismissal:

- **Front Door Walkers**
 - Front door walkers will exit the building and walk along the sidewalk toward Clays Mill Road. **Please DO NOT park in the parking lot to pick up a student at the front entrance.**
 - Only an adult approved to pick-up a Kindergarten walker may stand outside the main entrance.
 - Adults of 1st-5th grade students can wait for students at the crosswalk closest to the gym.
- **Back Door Walkers**
 - The Primary Hall and the Intermediate Hall back doors are for those walkers that walk toward the Mary Queen side of Clays Mill Elementary, either using the Hollyhill/Clays Mill crosswalk or walking behind the school/Southland Park area.
 - Kindergarten students will only be released to those that have been identified on the blue transportation release tag.
 - Parking is not permitted in the Mary Queen parking lot.