

Arrival and Dismissal Procedures

We understand that you may be in a hurry in the morning or after school hours, however, a child or another person's life is far more important. Due to the high volume of traffic during arrival/dismissal, these are the safest procedures for everyone in our school community. BE ALERT! Plan accordingly; give yourself enough time to maneuver our parking lot. It will get better, though it will take time as new & returning Cornell families learn and/or are reminded of these procedures.

The safety of our students and staff is a top priority. Below are the procedures ALL adults must follow during drop-off and pick-up at school. Read the information thoroughly and share it with all adults who assist your family with transporting children to/from school this year! If we all follow the procedures, Drop-Off & Pick-Up will run smoothly and safely for everyone involved. Gentle reminders will be given throughout the school year when issues arise.

Arrival Procedures

Students should **NOT** arrive at Cornell before 8:35am. There is no supervision and doors are secured.

- **School Hours**

Full Days 8:50am-3:45pm
Half-Days 8:50am-12:00pm

Students should be in the classroom at 8:50am each day! ALL students arriving after the 8:50am bell will be marked tardy!

- **Car Riders: AM Carline Information**

ALL drivers for AM Drop-Off must use the Carline! No children should be dropped off along Cornell Road, the outside (left) car lane, in the Bus Unloading zone, or in the parking lot.

The AM Carline is a 2-lane, counter-clockwise loop around the North parking lot. This loop merges to 1 lane before passing in front of our school to drop off children near our front doors. It is very important that drivers take turns allowing each lane to merge back into one lane (using the zipper method) before driving in front of our school.

Please pull up as far as possible at drop-off to keep the line moving. At times your child may exit further down the sidewalk from the front door. Don't worry! An adult or member of the safety patrol will meet and direct students from the carline, along the sidewalk, to the front entrance of the school.

Drivers and adult passengers should not exit the car.

Always have your children exit through the **passenger side** of your car. Do have your child practice unbuckling, exiting, and closing the door to your vehicle prior to the start of the school year! All students should be able to do this independently!

Drivers should exit the carline as soon as their child has exited the vehicle safely. Please look carefully before pulling out to ensure the left lane is clear.

There is NO PARKING along the curb! If you choose to leave your vehicle in the morning, make sure it is in a designated parking spot!

- **Walkers: AM Drop-Off Information**

Children who walk to Cornell Elementary in the AM will line up on the blacktop in the back of the school building. The playground structure is not open at this time due to limited adult supervision. Parents/Guardians are welcome to stay with their children until Door 10 opens at 8:35am.

- **Bus Riders: AM Drop-Off Information**

Children who ride the bus will unload along the Southeast sidewalk, directly in front of the school. They should meet the supervising adult and members of the Safety Patrol as they enter the school at Door 3.

Dismissal Procedures

When everyone follows the dismissal procedures, we are able to release & load all of our students safely in less than 10-15 minutes from the dismissal bell! Thank you in advance for your cooperation.

- **School Hours**

Full Days 8:50am-3:45pm
Half-Days 8:50am-12:00pm

- **Car Riders: PM Carline Information**

The PM Carline is a 2-lane, counter-clockwise loop around the North parking lot. This loop merges to 1 lane before passing in front of our school to pick up children along the front sidewalk. It is very important that drivers take turns allowing each lane to merge back into one lane (using the zipper method) before driving in front of our school.

All students being picked up by car will come to the sidewalk in front of the building at 3:45pm, and staff members will supervise them. Kindergartners and K teachers stand separately in a group at the start of the carline. Older siblings of Ks should stand with the K group.

Please have a sign with YOUR CHILD'S FIRST & LAST NAME, TEACHER NAME & GRADE on it visible in your car window each day all year! Every car must have a sign with your child's last name in large, black letters. Hold this up or affix it to your passenger visor/dashboard as you approach the waiting area so your child can be called.

[Links to suggested signage for carline](#): make a copy to edit/print!

Pull your vehicle as far ahead as possible before stopping to load your child. This makes room for others behind you to move up. If children need to walk to your position in line, staff and members of the safety patrol will assist.

Do NOT exit your vehicle or leave it unattended while in the carline.

All children must enter through the passenger side of your car.

As soon as your child is secured in your vehicle, proceed to the left lane to exit. Please look carefully before pulling out to ensure the left lane is clear.

Please consider turning your car off while waiting for the PM carline to begin. Cornell is proud to be designated as a Green School!

- **Walkers: PM Pick-Up Information**

Children who walk home from school may meet parents/guardians on the blacktop area after dismissal. Younger children may also meet older siblings in this area before walking home together.

If you live within walking-distance and plan to allow your child(ren) to walk home without an adult, please inform the main office and your child's teacher! This will assist Cornell staff in monitoring your child's PM routine.

Car Riders and Bus Riders will not be allowed to "walk home with a friend" without arrangements being made ahead of time!

- **Bus Riders: PM Pick-Up Information**

Children who ride the bus home in the PM will be dismissed from class at the final bell and proceed to the gym. Here, they will line up according to their bus route and be supervised by adults and members of the Safety Patrol until the buses arrive at Cornell.

Please note, ALL kindergarten bus riders will wear a color-coded bus tag on their backpack to ensure safety. Do not remove this tag! Drivers will check tags daily as students load the bus.

Parents/Guardians of kindergarten students must be present at the PM bus stop or the driver will **NOT** allow the kindergarten student to exit the bus!

Additional Information

Please do not park in the left lane in front of our school 25 minutes before dismissal or arrival times. This lane must be passable for our buses.

Parents may not use the small parking lot on the south side of our school during pick-up and drop-off times for the safety of our walkers who cross there.

Parents can park in our north lot to meet their child in the back of the school at dismissal, but parked cars may be unable to leave while our carline is still in place. You must join the carline in a counter-clockwise direction when you exit your parking space.

Students walking into the parking lot must be accompanied by a parent/guardian at all times.

If at any time there is a change in your child's AM or PM routine, please contact the main office and your child's teacher before 3:00pm on the day prior to the change. This will allow adequate time for communication with those who support your child while at Cornell Elementary! Thank you in advance for your consideration. Please feel comfortable contacting your child's teacher or the main office with any remaining questions you may have!

Thank you for your continued support and kindness,
Mrs. Ojerio, Principal