

## **Arrival and Dismissal Procedures Fall 2011**

### Arrival

School begins at 8:30. You may arrive at your specific drop-off location anytime between 8:15 and 8:30. Students should not get out of the cars until the adults appear outside to open the car doors. All of it will smooth out within the first few days. Thank you for your understanding and patience as we settle into a new school year.

### Extended Day Arrival

Morning Extended Day will relocate to Robinson Hall this year. Parents, please drive very slowly up the gravel drive beside Flannagan Field to the entrance of Robinson Hall. Students may not arrive before 7:00 a.m.

### Dismissal

School ends at 3:30. Singles (cars transporting just one Millwood student) will come outside at **3:30**. Carpools (cars transporting more than one Millwood student) will come out for dismissal at **3:40**. The procedure works the very best when carpools arrive no sooner than 3:40. Carpools that arrive prior to that hold up the line of cars that are trying to arrive, load, and leave.

Singles dismissal – **3:30**

Carpools dismissal – **3:40**

All drivers should remain in their cars and pull in behind the car in front of them. Please continue to “move up” as the line of cars in front of you moves. Thank you for your cooperation!

### Extended Day Dismissal

Afternoon Extended Day is located in Robinson Hall. If you are picking up your child after our outside time, please call the E.D. number at 726-0130 and we will (1.) watch your older child cross the blacktop and playground and go to your car at the playground entrance, or (2.) we will walk your young child across blacktop and playground to you.

## Arrival and Dismissal Locations

### Arrival

- JK-2 Playground gate on front curb of Founders Hall
- 3-5 Front curb of Founders Hall – students enter front door of FH
- 6-11 Faculty parking lot located on the north side of FH – students enter back door of FH or RH

### Dismissal

- JK-2 Primary lot – south side of playground along the curb
- 3-11 same as arrival location