

# Arrival & Dismissal



## Reminders:

*Paddock Road, Hadley Road, and Jackson Street are all School Zone Areas.*

*Speed Limit*

*20 mph*

*7:30 am to 4:30 pm*

## Entrance Protocol:

- 1. Paddock Road entrance is for Staff Parking and School busses.*
- 2. Hadley Road Exit is EXIT ONLY.*
- 3. Jackson Street entrance is for all car-riders and to access visitor parking in the West Parking Lot.*

## North Madison Vehicle Arrival Procedure:

8:30:	Breakfast Bell
8:45:	Busses Unload And Students Go To Class
9:00:	Tardy Bell Rings

*\*ALL CARS ARE TO ENTER OFF JACKSON STREET, PULL FORWARD TO THE FLAG POLE.*

*\*DROP OFF YOUR CHILD, WHO WILL WALK TO THE SECURED ENTRY AND ENTER THE BUILDING.*

*\*THE DRIVER AND VEHICLE MUST THEN EXIT ONTO HADLEY ROAD.*

*\*IF YOU ARE PLANNING ON PARKING AND WALKING YOUR CHILD IN, YOU STILL MUST ENTER OFF JACKSON STREET AND THEN PARK IN THE WEST PARKING LOT.*

*\*THE EXIT FROM THE SCHOOL ONTO HADLEY ROAD IS EXIT ONLY.*

## Early Pick-up & Afternoon Rec

### PROCEDURE:

*If you need to pick your child up before 3:15 pm, you will have to park in the Front West parking lot and enter Door #1. The office will have you sign your child out (you will need identification, i.e. driver's license, to sign your student out). This leave will then be entered into Harmony as a Tardy pm.*

*ALL car-riders are picked-up at the rear of North Madison.*

*Afternoon Rec parents, if you plan on picking up your student before 3:30 please call the office and have them dismissed with the car riders and follow the above procedure.*

## Vehicle and Walker Dismissal: 3:15

### PROCEDURE:

*If your child is not going home their “NORMAL” way parents must either call the office or send in a note so a change slip can be written. The student will be asked if the person in the vehicle is the person on the change slip. If the student is unsure or seems to be apprehensive, the outside staff member will be asked for identification. A student who informs their teacher that they are to go home a different way, BUT no phone call or note has been received, will be sent home their “NORMAL” way.*

*Please try to avoid calling after 2:45 pm. The end of the day can be very challenging and can create confusion for both students and staff.*

## Vehicle and Walker Dismissal: 3:15

### PROCEDURE:

*ALL cars are to enter off Paddock Road, at the rear of North Madison, and form lines in the gravel lot. Walkers will exit out prearranged doors.*

*You are not to park your vehicle when picking up your child (not even in parking spots or loading dock area) as this creates safety issues for students, parents and employees. If you choose to do this, you will be asked to get back into your vehicle and go to the end of the pick-up line. You are to pull in off Paddock Road, enter the gravel lot, and follow the line of cars. If everyone follows the rules and is patient, the last child is usually picked up by 3:30.*

## Vehicle and Walker Dismissal: 3:15

### PROCEDURE:

*To speed up dismissal please have the tag board (heavy white paper) that was handed out the first day of school displayed in the window of the car, on the passenger side or just hold it up so that we can see who you are picking up and get that child ready to go. We need you to put your child's first and last name and teachers name and grade level on the tag board.*

*If you have not picked up your child by 3:30, she/he will be up at the office. You will have to come into the office and sign your child out.*