

Monroe Elementary School

Arrival and Dismissal procedures

7:50 am doors open

- 7:45 bus riders are released from the bus one at a time
- 7:50 car riders and walkers (supervision beginning at 7:40)

7:50 am First Bell

8:00 am Tardy Bell (all students to be in their seats by 8 am)

3:00 pm Dismissal Bell

Arrival

Students can be dropped off at 7:40 a.m. Please know there is NO supervision for any child prior to 7:40 a.m. Students will be outside unless temperatures drop below 30 degrees or raining.

- Students arriving by car or walking will have supervision until 7:50 when they will enter the building.
- Bus riders will enter the building at 7:45
- This is to help alleviate congestion at breakfast time

Car Riders

Car Riders can be dropped off at three locations. **PLEASE drop off and drive away.** We will have adults monitoring the students for their safety. Sitting in the car line causes the flow of the cars to be disrupted.

- **Kindergarten and First** grade students will line up at **Door 2. (Carroll St)**
- **Fourth and Fifth** grade students will line up at **Door 1. (front door)**
- **Second and Third** grade students will line up at **Door 9 (Fellows St)**

Walkers

- **Kindergarten and First** grade students will line up at **Door 2. (Carroll St)**
- **Fourth and Fifth** grade students will line up at **Door 1. (front door)**
- **Second and Third** grade students will line up at **Door 9 (Fellows St)**

Bus Riders will enter through the bus doors, which is door #7.

Dismissal: All Changes to transportation for a student needs to take place PRIOR to 2:00 p.m.. If it is after 2:00 pm, we can not guarantee your child will receive the message. If you know your child's transportation will be changed, PLEASE send a note with your child to give to the teacher.

Bus Riders and Car-Rider Students are dismissed at 3:00 p.m.

All Car-Riders MUST be picked up in the front U-drive. Please be patient in this process. It is for the safety of your child.

Please drive to St. Joseph street (turn south), east on Farneman, and north on Carroll to the U-drive. Again, this is for our students, and your child's safety.

NO CARS will be allowed to be parked on Fellows Street or Donmoyer Ave to pick up their child. This is a safety issue and it will not happen. Please be respectful of this request and procedure we have in place for our students.

SAFETY COMES FIRST

Walkers will be released at 3:00 p.m. from Door 2 and will be walked to the crossing guard at Carroll St & Donmoyer Ave **or**

Released from Door 9 to walk to the Donmoyer Ave & Fellows St crossing guard.