

A close-up photograph of a person's hand holding a golden key. The hand is positioned on the left side of the frame, with the thumb and index finger gripping the key's head. The key is held horizontally, pointing towards the right. The background is a dark blue gradient that transitions into a white background at the bottom.

Bunker Hill Elementary School Arrival and Dismissal Procedures

August 2-4, 2011



Safety is #1



- The safety of EVERY child, family, and staff member has driven every decision we've made for our arrival and departure procedures.
- Our procedures SHOULD allow us to receive and distribute hundreds of students in an efficient and controlled setting.
- PLEASE be patient and flexible with us. We are taking every safety precaution we can think of. Getting into the "flow" will take some time, but it WILL happen!





Arrival: Student Drop Off Procedures

Blue Line

- Cars will enter from Shelbyville Rd. and must turn left into the upper lot.
- Follow the **BLUE** lines painted on blacktop. The line will curve through the lot, teacher lot and then along the side walk.
- Staff members will mark with cones where cars can stop to dismiss students.
- Students must exit on the drivers side of the car.
- All cars will pull in, pull all the way up, drop off, and then wait to be dismissed by a staff member.

White Line

- Cars will enter from Shelbyville Rd. and must turn right into the lower lot.
- Follow the **WHITE** lines painted on blacktop. The line will curve around under the tunnel, behind the building, and then around to door 15 and the Kindergarten playground.
- Staff members will mark with cones where cars can stop to dismiss students.
- Students must exit on the passenger side of the car.
- All cars will pull in, pull all the way up, drop off, and then wait to be dismissed by a staff member.



AM Drop Off





Blue Line Dismissal: Pick Up Procedures

- Cars will enter from Shelbyville Rd. and must turn left into the upper lot.
- Follow the **BLUE** lines painted on blacktop. The line will curve through the lot, teacher lot and then will break into three separate lines.
- You will need to cross through the line, and we will have a staff member there to direct the flow of the cars and keep the line moving.
- Safe Car Signs **MUST** be visible in the visor or dashboard of the car. These will be used to call for kids, line them up, and walk them to the lines when ready.
- Staff members will mark with cones where cars should stop.
- Drivers must:
 - turn off car,
 - get out of car and
 - stand at the drivers side door.
- Once everyone is back in the car, staff members will check each line to ensure all students are safe and cars are ready to dismiss.
- A staff member will direct cars out of the lot.



White Line Dismissal: Pick Up Procedures

- Cars will enter from Shelbyville Rd. and must turn right into the lower lot.
- Follow the WHITE lines painted on blacktop. The line will go under the tunnel, behind the building, then around to door 15 and the kindergarten playground.
- Cones will be in place to show cars how far to pull up and park.
- Students must enter the car from the passenger side.
- Students will walk into the building via door 15. A staff member or parent volunteer will organize students by grade levels and escort them to their classrooms.
- A staff member will dismiss all cars from the line once all students have been loaded into cars.
- The next group of cars will be directed to pull up.



PM Dismissal



Enter from the on Shelbyville right out of the ng lot

Lower lot (White) cars must enter from the South East and Exit to the South East.