

Bunker Hill Elementary School Arrival and Dismissal Procedures

FAQ's (Frequently Asked Questions)

1. Where will the car rider lines be located?

We will have 2 car rider lines and one bus area. One car rider line will be in the lower entrance area, with the drop off/pick up being at door #15. The upper back parking lot will house a much larger line that will circle through the back lot and the teacher parking lot. It will then come around to the sidewalk where we load and unload several students at one time. The front office parking lot will be for office staff, instructional assistance, and substitute parking only. Between 7:05 and 7:25 it will be closed off due to bus loading and unloading. *No cars will be permitted to leave during this time due to the safety of our students.*

2. How do I know which line to be in?

Line assignments will be based upon neighborhood residency. Depending on the approximate location of your neighborhood (or the neighborhood of carpooling families) you will be designated a *blue or white* car tag. This will determine if you are to use the *upper or lower lot* lines. It is important that we divide the neighborhoods so we can prevent as much congestion as possible.

3. What is a safe car sign?

Three car signs will be given to each family to display in the driver's side visor. The card can be rubber banded to the visor for more permanent placement. These signs will be Bunker Hill specific and each will have a number that corresponds with a number that is given to each child/family. This will be the tool that our staff utilizes to identify the students needed to line students up and load into cars during pick up times. *Without a safe car sign, a car cannot pick up children from Bunker Hill. Cars without signs will be instructed to go to the front office and wait for students to be checked and released pending investigation of emergency contact procedures.*

4. How do I get a safe car sign?

Signs will be given out at the training sessions on August 2nd, 3rd, and 4th between 6 and 7 pm. We will also have sign-ups for signs in the front office from 8AM-3PM before school starts and during the school day once school starts. There will also be a table set up at the Ice Cream Social for families to obtain a car sign. We ask that parents get their sign BEFORE the start of school to ensure smooth line procedures.

5. What do I do if I want to set up carpooling with another family?

Organizing carpooling will be the responsibility of the parents. Our PTO is willing to provide sign-up sheets by neighborhoods where families can enter their names and contact phone numbers so they can network with one another to set up carpool routines. Please remember that if you sign up on this sheet, you are allowing PTO to publish your contact information on their website. Also, remember to keep carpooling routines as simple and consistent as possible. Changes to student routines can cause anxiety and fear in students and is difficult to manage for classroom teachers and staff.

6. How long will car rider line take?

We know the first few weeks will be the hardest. This is our first time implementing any of these procedures and it will be a learning experience for us all. We have spent many hours/ days planning and discussing the very best way to get students to and from school safely and efficiently.

We ask for your patience and flexibility as we learn how to make this experience as easy as possible. In the beginning we expect to take much longer than usual. Teachers, students, and drivers will need to be trained with the new procedures. Once we "get the hang of it" the process will speed up considerably (as it does EVERY year). Hang in there with us and we will make this work TOGETHER!

7. How is Bunker Hill assuring student safety during drop off and pick up procedures?

The key to this question is the quantity and preparedness of our staff and procedural safe guards.

- Safe car signs will assist us with IDing students to cars.
- Line monitor staff will ensure procedures are in place between cars, student supervision will be adequate to keep students from moving vehicles.
- Traffic flow directions must be followed to a T. Bus parking lot will be closed during bus pick up time to ensure NO moving cars while students are loading.

Again, your cooperation with our guidelines is imperative. We will always put our student safety above everything else.

8. Where does my child go when they enter the building?

Once students exit the cars they will be escorted into the building and will go to their classrooms. Students choosing to eat school breakfast may get a breakfast between 7:05- 7:25 AM and then proceed to their classrooms. In the beginning, students will be escorted to their classrooms to ensure they know their way!

Important Information:

Cars using the *upper parking lot* (BLUE) MUST enter from Shelbyville Rd. nearest to Combs Rd. Cars can only turn left into the parking lot and MUST exit to the right onto Shelbyville Rd.

Cars using the *lower level lot* (WHITE) will only enter on Shelbyville Rd. from Southport Rd. and MUST turn right into the lot and exit to the left onto Shelbyville.

PLEASE always use your turn signal to show that you are planning to turn into and out of our parking lot. By directing traffic in these ways we will be preventing unnecessary congestion and ensuring safety for our families and staff members on duty. PLEASE follow the directions of our traffic monitors- they are there to HELP!

- Students must exit their cars from the driver's side of the car in the blue line and from the passenger side in the white line. We do not want students walking around cars. If your car door is not functioning properly, then we ask that the parent get out and escort their child around their car.
- The front office parking lot is only accessible to visitors before 7:05 and after all busses have exited the lot in the morning. At dismissal the lot will be closed between 2:10 and 2:20. This is to ensure the safety of our students loading and unloading the busses. We DO NOT want moving vehicles near students or staff.
- Students attending the YMCA daycare will need to be dropped off before 6:45 a.m. at door #7
- Students that are not in the building at 7:25 will be considered tardy. Please plan to arrive in plenty of time to get through the car rider lines in time to ensure student attendance. Late minutes add up to full day absences.
- Shuttle students to Arlington will walk through the building to get on the shuttle bus. Shuttle students who are NOT at BH by 7:15 may not make it onto the shuttle bus. The bus has to be at Arlington by 7:25 to be on time.
- **PLEASE DO NOT WALK YOUR CHILD INTO SCHOOL!! There is no place for you to park your car!**
- Our staff will be "on duty" in the morning. If you need to speak with a teacher, please call, email them, or send a note and they will be happy to schedule an appointment with you.
- **Students will not be released from the office after 1:50 pm on any day, except in cases of emergency. For end of the day appointments, students will need to be picked up before 1:50 pm. After that time, parents will need to wait in the car rider line.**
- **At dismissal, parents will not be able to park in the front of the school and walk and get students. All parents will be expected to follow the procedures and wait in line.**
- **Due to our limited parking space and staff being "on duty" from 2:10-2:45, parents will not be able to walk students into the building to get forgotten items or wait at the end of the day and meet with staff.**
- **If you need to meet with teachers or staff, please email or call the teacher/staff person and set up a time, since all teachers and staff will be on duty with students from 7:05—2:45.**
- Parents should NOT go to classes at the end of the day to pick up their child. This is distracting to the teaching/learning environment and causes greater risk of confusion at the end of the day.
- Without a safe car sign, a car *cannot* pick up children from Bunker Hill. Cars without signs will be instructed to go to the front office and wait for students to be checked and released pending investigation of emergency contact procedures. No child will be released until all car riders have exited the lot.
- Our Fall, Winter, and Friendship Parties are hosted at the end of the day. We are lucky enough to have many parents help with those parties. We would ask that parents helping with the parties, drive up as far as possible in the rows and park their cars. When the parties are over and teachers begin to walk students out, parents helping will also need to leave so we do not hold up the car lines. Thank you for your cooperation.
- If you need your child to ride home with someone different, please send in a note with the name of the child he/she will be riding with and make sure they have your child's safe car sign number on display.
- Please be prepared to have some "wait time". Bring a book, magazine, or something to do. We appreciate your patience as we work through any snags that may arise. We believe this procedure will work as long as everyone follows our procedures. Please help us make this a safe year for our students. ☺
- Families wishing to sign up for CIESC Bus transportation services must contact the CIESC Transportation Department. They may be contacted at www.ciesc.k12.in.us or 317-862-2314.