

# TA Lower School

## Arrival and Dismissal Procedures

### Arrival/Dismissal Timetable

	Early Childhood Arrival Times	Elementary Arrival Times	Early Childhood Classes Begin	Elementary Classes Begin	Early Childhood Only Dismissal	Mixed Early Childhood / 1 <sup>st</sup> -3 <sup>rd</sup> Grade Dismissal	1 <sup>st</sup> -3 <sup>rd</sup> Grade Only Dismissal	4 <sup>th</sup> -5 <sup>th</sup> Grade Dismissal
<b>Sunday (2<sup>nd</sup>-5<sup>th</sup> Grades)</b>	N/A	9:00am-9:15am	N/A	9:15 am	N/A	12:15 pm		
<b>Monday-Thursday</b>	8:30am-8:50 am	8:30am-8:45 am	8:50 am	8:45 am	3:20 pm	3:25 pm	3:35 pm	4:30 pm
<b>Friday</b>	8:30am-8:50 am	8:30am-8:45 am	8:50 am	8:45 am	1:30 pm	1:35 pm	1:45 pm	1:55 pm
<b>Mishmar (2<sup>nd</sup>-5<sup>th</sup> Grades)</b>	N/A	6:15 pm	N/A	6:30 pm	N/A	7:20 pm		
<b>3:45 pm Dismissal (4<sup>th</sup>-5<sup>th</sup> Grades)</b>	N/A	8:30am-8:45 am	N/A	8:45 am	N/A	N/A	N/A	3:45 pm
<b>Half-Day</b>	8:30am-8:50 am	8:30am-8:45 am	8:50 am	8:45 am	12:25 pm	12:30 pm	12:40 pm	12:50 pm
<b>Daily Half-Day Nursery</b>	8:30am-8:50 am	N/A	8:50 am	N/A	Mon-Thurs 1:00 pm / Fri 12:00 pm	N/A	N/A	N/A

### Arrival Information

- During arrival, the parking lot is designated as a one-way route to be traveled at no more than 5 mph. Early Childhood and Elementary cars snake through the Elementary parking lot, ultimately ending up by the lanes parallel to the Elementary Building.
  - Elementary carpools pull up to the **Lane A** and **Lane B** drop-off lanes parallel to the Elementary building. Carpools that have *both* Elementary *and* Early Childhood students *then* proceed to the Early Childhood parking lot drop-off lane. Elementary students must be dropped off **first** and Early Childhood students must be dropped off **second**.
  - Early Childhood only carpools use **Lane C** to continue on to the Early Childhood parking lot drop-off area in front of the Early Childhood building.
- Students may be dropped off from the **right-side car door only**, thereby they will not be endangered by cars pulling in and out of spots as they exit the drop-off area. Carpool drivers must be vigilant as they pull out of their parking spots.
- If no spot by the curb is immediately available, please wait patiently in line. Do not double-park as this poses a tremendous risk to the boys exiting your vehicle.
- Carpool drivers who choose to bring their children into the building need to park in a designated parking spot. Carefully escort children **around the perimeter** of the parking lot and drop-off area on the way to the building. No child may walk across the parking lot—even accompanied by an adult.
- No stopping is permitted along any fire lane, even for just a few moments. We have been informed by the Police Department that cars parked in prohibited spots will be ticketed.
- Early Childhood and Elementary students enter their school building through the **front doors by the office**.
- **Please do not drop off your child before the arrival times listed in the timetable above, as there will not be supervision for them. This is a safety issue which we take very seriously, and we cannot allow any exceptions.**

## Dismissal Information

- As with arrival, the dismissal parking lot is designated as a one-way route to be traveled at no more than 5 mph. Early Childhood and Elementary cars snake through the Elementary parking lot.
  - Elementary carpools pick up students from either:
    - A. Their designated **numbered parking spot** parallel to Old Court Road or the Highway (the yellow spots). Only “head in” parking is allowed.
    - B. Their designated **Lane A or Lane B pick-up lane** parallel to the Elementary building. Cars in Lane A/B pull up first come first serve. Students may be picked up using the **right-side car door only**.
  - Carpools that have *both* Elementary *and* Early Childhood students must pick up the Elementary students **first** and the Early Childhood students **second**.
  - Early Childhood only carpools use **Lane C** to continue on to the Early Childhood parking lot pick-up area in front of the Early Childhood building. Carpools must display their **carpool number dashboard sign** on the passenger side so faculty can see the signs from the sidewalk and there is no delay in gathering their children / no delay for the entire carpool line. Early Childhood only carpools will have a **red** dashboard sign and mixed Early Childhood / 1<sup>st</sup>-3<sup>rd</sup> Grade carpools will have a **green** dashboard sign. Students may be picked up using the **right-side car door only**. We recommend that carpools have enough booster seats to accommodate the entire carpool as it is very challenging for the students to carry boosters.
- In order to facilitate the smooth flow of dismissal, it is extremely important that you do your utmost to arrive at your designated dismissal location on time. Should you arrive early or late for your carpool, you may be asked to wait until you are permitted to proceed to your designated dismissal location.
- **4th and 5th grade students will NOT be allowed to be dismissed early on Fridays, or other days with closely spaced dismissals, to carpool with younger siblings. Likewise, please do not plan on having your Nursery - 3rd grader wait in school on Fridays, or other days with closely spaced dismissals, to go home with the 4th and 5th grade classes. As there is no supervision for them, this is a safety issue that we take very seriously. Please plan accordingly.**

## Walkers

Students walking to and from the Scotts Hill neighborhood must use the **pedestrian gate** located by the **stairwell** right next to the Early Childhood building. Only students who have a “**Walker’s Pass**” will be permitted to walk to and from school.

## MTA BUS

The MTA offers bus service to TA Elementary School students. **The MTA bus is a public transportation service.** This means that the bus operates and follows policy in the manner of other public buses. Please note that TA **does not** provide a bus monitor, nor does TA have any input regarding bus routes, bus stops, changes in schedule, or bus delays. The TA bus route number is **#92** and the 2019-20 ticket price per ride is **\$1.40**. TA students must adhere to TA and MTA behavior conduct and policies. The Monday-Friday **arrival** bus is for **1st-5<sup>th</sup> grade** students. The Monday-Friday **dismissal** bus is for **4<sup>th</sup>-5<sup>th</sup> grade students only**. The Sunday arrival and dismissal buses are for **2<sup>nd</sup>-5<sup>th</sup> grade** students.