

Tom Cox Arrival and Dismissal Procedures

Dear Parents and Students,

In order to provide a safe environment, prevent injury, and show courtesy to each other we appreciate your cooperation in the following arrival/dismissal procedures.

Morning Arrival

Parents are to drop students off in the front of the school. Students are allowed into the building at 8:00 and will sit in the cafeteria until released at 8:40 to class.

There is no supervision for students who arrive earlier than 8:00. If a student is dropped off before 8:00 they must remain seated under the covered area in the front of the building. If a student becomes disruptive while they are waiting for the building to open the parent will be contacted to discuss the concern.

If the parent chooses to wait in the car in the morning with their child, they will need to park in the front parking lot and not in the “car rider” lane. It is important to keep the flow of traffic running smoothly.

Thank you for your continued support of our school.

Dismissal

All walkers, biker, car riders and day care riders will be released at 4:00, and will be scanned on their way out of the school. Walkers and bikers need to leave the campus as soon as possible.

Car riders and day care riders are to quickly find a seat and remain seated until their car comes through the line to pick them up.

Car riders:

1. Remain seated until their car comes through the line to pick them up.
2. Face forward looking for their car, their name may not always be called.
3. Cell phones are to be kept in their backpack until they are in their cars. If a student needs to contact a parent they may use the phones in the front office.
4. Snacks are no to be eaten because it brings in the ants and bugs.

Walkers:

All students who are walking home need to remain on the sidewalks at all time and cross the street at the crosswalk. Parents please speak to your walker about remaining on the sidewalk until they reach their destination. Please do not cross any area that is not a designated crosswalk.

Parents of car riders:

1. Parents need to drive through the car rider line and pick up their student who is sitting and waiting for them. Please form two lines as you **come around the corner and then they will merge into one**. The two left lanes as you leave are exit only.
2. Please pull as far forward as possible in order to help us speed up the process.
Students will not be allowed to be picked up at the curb of the street or cross the street to a waiting car.
3. If parents are picking up a child at York and Cox, they may designate their child to go to either school so both can be picked up at one school. Students from York will be allowed to wait at Cox with their sibling as long as they follow the car-rider policies of the school.
4. If a child is picked up prior to 3:30, the parent will need to park in the **front parking lot**, and come inside to check the student out of school. **The back parking lot by York is for staff only.**
5. If you are coming into the front office for any reason, please cross at the crosswalk and not cut through traffic.

Reminders!

Students are released at 4:00 and are expected to be picked up shortly after school. If there is an emergency please call the front office so we know when to expect you. If a student is frequently picked up after 4:15 we may ask the parent to consider another form of transportation.

Rainy/Cold Day Dismissal

If your student is a walker/biker they will be expected to walk or ride their bike on rainy days, unless you and your child have an alternate plan in place. If you choose for your child to be a car-rider on rainy days it is not necessary to complete a transportation change form.

In the case of severe weather (thunderstorms, lightening, blizzard) we may hold walkers/bikers until we feel it is safe for them to walk or ride home. If that does occur we will contact the parent to inform them of the delay. Bus transportation will run as scheduled.