Constellation Schools
Old Brooklyn Community Middle

Arrival and Dismissal Procedures

DAWNING IS A ONE WAY STREET DURING ARRIVAL & DISMISSAL WHICH ARE AS FOLLOWS:

-Arrival - 7:00am - 8:30am

-Dismissal - 2:30pm - 4:00pm

*****WALKERS MAY NOT BE PICKED UP ON DAWNING. IT INTERFERES WITH OUR PICK UP LINE FLOW AND CARS REGULARLY ILLEGALLY PARK BLOCKING HOMEOWNER & BUSINESS DRIVEWAYS. POLICE WILL BE TICKETING!*****

Doors open for student entry for ALL students at 7:45 am:

Instructions for Morning Drop-off:

- To enter the parking lot turn onto Dawning from Pearl Road.
    - **Students must remain in cars until 7:45am**. They may not be dropped off early because no adult supervision is provided until 7:45 am.
- **Drop-Off Zones**.
    - Refer to the map on the back of this page to see the designated drop-off zones.
        - **Zone 1** - Students who do not need assistance exiting the car can be dropped off in Zone 1 and/or Zone 2.
        - **Zone 2** - Students who need assistance exiting the car (**younger elementary**) should be dropped off in the cul-de-sac area, where staff will be available to open doors, hold hands - *if needed*, and escort them safely from the car.

Please be patient, follow the designated flow of traffic and wait in line until you are able to turn back onto Dawning to help ensure the safety of all.

1. **Building Entry Locations for ALL students:**
    - **Elementary students in EK-4** will enter the building through the **main entrance doors**, marked as **Zone 2** on the map located on the back of this page.
    - **Middle school students (grades 5-8)** will enter the building through the parking lot side door, located between the main entrance and the exit to Dawning. This is marked as **Zone 3** on the map located on the back of this page.

Dismissal (School ends at 3:15 pm)

Instructions for Afternoon Pick-up

- Turn on Dawning from Pearl Road and turn into the parking lot. Make two lines until you arrive by the turn towards the back of the parking lot. At this point, merge back into a single line and drive around the cul-de-sac. (This helps alleviate traffic congestion on Dawning Ave.)
- Display a visible sign with the student's name and grade on the driver's side window to expedite the process. There are different points during the carpool line that the name needs to be visible. Even though we are really good at knowing our families names, this is a must to keep everything running smoothly.
- Exit the parking lot by turning left towards State Rd. During dismissal time only, Dawning Ave. becomes a one-way street, allowing us to use both lanes. If you are turning left onto State Road, please use the left lane on Dawning

Instructions for Walkers

- **Students will be released from the following locations:**
  - **Kindergarten and First Grade Walkers** will be dismissed out of the doors right next to the playground on Dawning.
  - **Second, Third and Fourth Grade Walkers** will exit out of the doors on the Dawning side of the building. This door is located between the playground on Dawning and the carpool exit lane.
  - **Middle School Walkers** will exit out of the doors closest to Dawning that face the school parking lot. Zone 3 on the map.
- **Walkers getting picked up at a prearranged location** (Leopold side of the building)
  - Zone 5 is designated for parent parking. **Please do not park in Zone 4 because that area is designated for buses.**
  - Students will need to be designated as a **Walker** if you have a prearranged location to pick up your child.
  - Your child must be signed up to be a walker ahead of time.
- Student walkers still have the option to be picked up in the carline

Important Notes:

- **Parking in the parking lot is not permitted during arrival or dismissal, unless you have a scheduled meeting.**
- **UNDER NO CIRCUMSTANCE SHOULD A CHILD BE LEFT UNSUPERVISED BY A PARENT/GUARDIAN DURING A LATE ARRIVAL OR EARLY DISMISSAL.**
- **Parents picking up their child for early dismissal must sign the student out in the vestibule.**
  - **Please be sure to notify the office in the morning for early dismissal.**
- **If/when there is a change in your child's pickup status let the office and your child's homeroom teacher know.**

