Constellation Schools
Old Brooklyn Community Elementary

Arrival and Dismissal Procedures

MORNING AND AFTERNOON CARPOOL

Rules and Expectations

- **No Cutting in Line:** At no time should there be any cutting in line during arrival or dismissal. This includes cutting through the alley way and not following the carpool map from Pearl Rd.
- **Respectful Behavior:** Arguing with our neighbors or other OBCS families will not be tolerated.
- **Do not enter Dawning Ave. from State Road** at any point during arrival or dismissal. This causes unnecessary congestion for our carpool route.
- **Parking is prohibited in the parking lot** during arrival and dismissal. Students should not walk through the parking lot.

- We are teaching our students to be responsible, respectful, safe and kind and YOU are their greatest role model, we count on you to respect our rules.
- Please share the directions and expectations to ALL family and friends that will be assisting you with the carpool duties.

Arrival and dismissal: Enter the line from Pearl Road, enter the back of the parking lot and proceed around the outer lane of the lot to the cul de sac area by the main entrance.

Arrival (7:45 am)

Doors Open for Arrival at 7:45 am: Students are required to stay in their vehicles until 7:45 am and may not be dropped off earlier.

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, such as **middle school and responsible elementary students**, can be dropped off in **Zone 1** and/or **Zone 2**.
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> **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, and escort them safely from the car.
> *Please indicate that your child needs assistance getting out by holding the sign that is used at dismissal from the driver side window. Doing so will give us the visual cue we need to move swiftly and keep the line moving.

Please be patient, follow the designated flow of traffic and wait in line until you are able to exit onto Dawning.

Entry locations for ALL students:

Elementary School Entry: Through the main entrance doors in the cul de sac area.

Middle School Entry Door: Double doors, past the cul de sac area, right before exiting the parking lot.

- 5th and 6th grade students will be lined up to the left of the doors.
- 7th and 8th grade students will be lined up to the right of the doors.

Dismissal (3:15 pm)

Carpool Lane at dismissal only:

- Same direction as above but once you enter 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.
- Pick up area for dismissal is in zone 2
- Exit the parking lot by turning left towards State Road. During dismissal time only, Dawning Avenue becomes a one-way street, allowing us to use both lanes. If you are turning left onto State Road, please use the left lane.

Walkers:

- Kindergarten and 1st grade walkers: Dismissed from doors next to the playground on Dawning Ave., to the right (facing the school) of the trailer.
- 2nd, 3rd and 4th grade walkers: Exit from the doors on the Dawning Ave. side, to the left of the trailer (facing the school.)
- Middle School Walkers: Exit through the double doors, past the cul de sac area, right before exiting the parking lot.

Note: Last minute changes to your child's dismissal procedure is prohibited. This is strictly for safety reasons.

