

## **When Can I Drop Off My Child?**

Supervision is provided by the front entrance at 8:20 a.m.

Doors open for breakfast at 8:20 a.m.

Doors open to all other car riders, bus riders and walkers at 8:30, (In the case of inclement weather, walkers and car riders will be allowed to enter the building at 8:20.)

## **When Can I pick Up My Child?**

Car riders begin dismissing at 3:10 p.m.

Bus riders begin dismissing at 3:12 p.m.

Walkers begin dismissing at 3:18 p.m.

(Times are approximate)

## **CHANGE OF DISMISSAL PLANS**

Please help us keep your child safe by notifying us **in writing in advance** of any change in dismissal plans. Last minute calls place a strain on our ability to notify teachers in a timely manner.

Johnstown Elementary School  
200 Leafy Dell Road  
Johnstown, OH 43031  
740-967-5461

# **Johnstown Elementary School Arrival And Dismissal Procedures**



## REMINDERS

The parking lot off of Eagles Nest Road is for buses only. This is not a place to drop off or pick up your child. When dropping your child off in a vehicle, please utilize the carline.

Enter the carline by approaching Parkdale Drive from Leafy Dell Road. Make a right turn and follow Parkdale Drive to Blueberry Hill Road. Only right turns will be permitted onto Parkdale Drive from Leafy Dell Road during the hours of 8:15-9:00 and from 2:45-3:30. There is no entrance into the school campus from Leafy Dell Road between 8:15-9:00 and from 2:45-3:30. All cars entering the school campus must enter at Blueberry Hill Road during these restricted hours.

Please pull all the way forward. Do not stop at the front entrance to let your student out if there is room ahead of you in the Drop Off Zone. Students can walk safely on the sidewalk to enter the building.

The designated Drop Off Zone is located from the flagpole in front of the building to the first sign that reads Drop Off Zone along the side of the building. Students must exit the vehicle once the car has safely stopped in this zone.

Make sure your student is ready to immediately exit the vehicle.

Students must exit on the passenger side of the vehicle.

## CARLINE PROCEDURES

### MORNING ARRIVAL

#### Drop off begins at 8:20

Doors open at 8:20 for students eating breakfast. All other students will line up at their designate grade level entrance and enter the building at the 8:30 bell. (During inclement weather, students will wait in the Commons until the 8:30 bell).

#### Warning bell rings at 8:43

**Tardy bell rings at 8:45. Students are to be in class at 8:45.**

### AFTERNOON DISMISSAL

**Carline begins at approximately 3:10.** Students will exit out the front doors of the school. Staff members will assist students to the cars.

No cars should be parked in the carline prior to 2:45. Cars idling in the carline hours before dismissal cause an unsafe environment, block the fire lane, and prevent delivery trucks from conducting business at the school.

The pick-up card with your child's name must be placed in any vehicle that will be used for pick-up and displayed the entire time you are in the carline so that all staff members assisting with afternoon dismissal can see the child's name on the card. This is especially important for safety and efficiency.

**All students are to be picked up by 3:30.**

## REMINDERS

Do not get out of your vehicle while in the carline. If you need to assist your child, please pull into a parking spot. Follow the guidelines to help your child cross the parking lot.

We run a single file carline. No passing unless a staff member signals you to pull around another vehicle that may be experiencing difficulty.

Please be kind and courteous to staff members that are involved in helping our students stay safe during drop-off and pickup times. Please be courteous to other drivers and for the safety of staff, students, and other drivers, eliminate distractions.

Students and adults on foot should not cross through the carline. There are designated areas for walkers to enter/exits the school campus:

Leafy Dell Road- All walkers must cross at the four way stop and follow directions of the staff member

Meadowbrook Road- Students may cross when a staff member gives a signal

No students should cross at the cross walk near the entrance signs to the school. This causes the carline to stop multiple times.

Crossing from the parking lot to the front of the building is extremely dangerous and slows vehicular traffic. If it is necessary to cross from a parked car in the parking lot, please wait until one of the staff members gives you the signal to cross.