

BARBARA BUSH ELEMENTARY

DROPOFF AND DISMISSAL PROCEDURES 2024-2025

Morning Dropoff

School doors will open for students at 7:15

K-2 students will enter through the doors facing Westerloch, located by the carpool lane. Kindergarten, 1st, and 2nd grade will line up in designated spots under the awning. 3rd, 4th, and 5th will walk around to the main doors and line up in designated spots. PreK parents will be given a special-colored tag allowing them access to the bus lane to drop off their student to the multiple purpose room where PreK Teacher Assistants will be awaiting them.

Doors open at 7:15am. Students who want breakfast will be directed to the cafeteria. All others will be led to their classroom door.

Students will be tardy after 7:40. After 7:30, students will need to enter through the main entrance doors by the front office to receive a tardy slip. Options for drop off are:

- HISD bus (only eligible to families in Memorial Thicket)
- Daycare van - Parents sign up with a local provider
- Carpool lane off Westerloch - parents drive up to the carpool lane
- Walkers - All walkers need to safely use the crosswalks.
- Bikers - All bikers need to be mindful of traffic and use the crosswalks. Students can lock their bikes at the bike racks.

Children cannot be dropped off at the curb in front of the school on Westerloch or on the east side of Parkway Plaza. This endangers the child **and** blocks the flow of traffic for parents who are attempting to abide by the rules and use the system properly.

Pickup procedure during the school day

Students who need to leave school for an appointment must be checked out **in person** in the front office. Parents will need to present their state issued ID. Parents should plan to pick students up **before** 2:30 p.m. or plan to wait for 3:00 dismissal time. This plan is in place for the safety of all students.

**** NEW DISMISSAL PROCEDURES FOR THIS SCHOOL YEAR ****

Students will follow the dismissal procedure based on the youngest sibling. Older siblings will go to their youngest sibling's class for dismissal:

PreK Students	Kindergarten Students	K - 5th Grade Students
<p>Students will be picked up as WALKERS from the PreK room door.</p> <p>**NO CARPOOL**</p>	<p>Students will remain in their classrooms and be picked up based on their preferred method of dismissal when their dismissal number is called.</p>	<p>Students will be picked up based on their preferred method of dismissal, either walkers or car riders. When their dismissal number is called.</p>

Students eligible for HISD bussing or being picked up by a daycare bus will be dismissed from the cafeteria.

Establish a routine that your child understands and can follow based on their grade-level dismissal procedures. If you must alter the routine, be **sure** your child knows the changes **before** leaving home in the morning. Notify the teacher in writing (note in folder or email) when such changes occur. Substitutes do not have access to the teacher's email and won't know if there's a day of change in dismissal message sent via email.

Practice

Practice makes perfect! Students should practice buckling and unbuckling their car seats, so they do this independently. All students must exit from the passenger side of the car only. Parents are to remain in the vehicle.

CARPOOL DISMISSAL – WESTERLOCH DR.

Carpool dismissal is an option for students in grades K-5 only. Cars wait **outside** the carpool lane/parking area on Westerloch Drive until the principal motions for the cars to pull up. This begins at approximately 2:50 p.m. with the dismissal number displayed from the rear-view mirror.

Bush Elementary's carpool occurs via an electronic carpool number notification system. Therefore, only **written and displayed dismissal numbers** will be communicated to the teachers. The number needs to be **continuously displayed until the student is picked up**.

Please be courteous of others as you wait in the carpool lane. Do not cut in line or double park. Stay in your car at all times. Do not use your cell phone in line or in school zones. Avoid honking your horn unless it is an emergency. **Failure to follow the guidelines may result in loss of carpool privileges.**

PreK DISMISSAL

PreK students AND older siblings - Parents will walk up to the second green pole on the Westerloch side of the covered carpool lane door to show their dismissal number to pick up their PreK child at 2:50. Please have your dismissal tag out and visible. Parents will NOT be allowed to drive into the carpool lane to park and pick up students.

CARPOOL PROCEDURES

Please follow these procedures for the drop-off and pickup zones:

1. Students must wait until the car has come to a complete stop before opening a car door to enter or leave the vehicle.
2. Drivers must stay in their cars while in the carpool line.
3. Do not park in the area leading up to our faculty parking lot driveway. Violators will be asked to move.
4. Parents who skip the line will be asked to drive around the block. Please be patient and drive safely.
5. Follow all Harris County Traffic Laws. Do not:
 - a. Speed in the school zone
 - b. Park illegally
 - c. Make illegal U-turns
 - d. Block residential driveways

Walker Pickups

K through 5th grade students - At approximately 2:50, a Bush staff member will begin to input the dismissal numbers into the electronic notification system. This number will show up in the classroom, informing teachers and students of the parent's arrival. The student will then be dismissed to meet their parent in the grass area by the carpool awning. Walker parents will display their dismissal number to the bush staff member who is entering numbers. It's the parent's responsibility to supervise his/her child when the child is out on the grassy area at arrival and dismissal.

OTHER SAFETY ISSUES

1. Cars on both sides of the street must make a complete stop and may not pass a school bus loading or unloading students (upper red lights will be flashing).
2. U-turns are NOT permitted on any streets surrounding the school.

3. Jaywalking is extremely dangerous. Crossing guards are stationed at each corner to assist your child and you in crossing the street safely. Please use the crossing guards on the corners.
4. Students must not cross mid-block by themselves for arrival and dismissal.
5. Please make prior arrangements with your child regarding regular pick-up and bad weather pick-up locations.
6. Walker parents will display their dismissal number to the bus staff member who is entering numbers.

BICYCLES

Students and parents are encouraged to ride bicycles to school when weather permits. We have bike racks at the front of the school.

Please follow these guidelines:

1. Children are required to wear bicycle helmets per city ordinance.
2. A bicycle is a vehicle. Bicyclists must obey traffic laws and rules, such as riding on the right side of the road, obeying traffic signs, etc. A child needs to be prepared for riding in the street by teaching him/her riding skills and the rules of the road.
3. Students and parents must walk their bikes once they are on school property and sidewalks surrounding the school during arrival and dismissal. Please walk the bike or scooter to the street corner.
4. Bicycles should be walked through intersections during the busy traffic hours in the morning and afternoon. Regardless of the time, bicyclists must stop at stop signs and obey other traffic ordinances.
5. All bikes should be locked to the bike rack.

SAFETY GUIDELINES

Please read all new dismissal procedures as they have been updated based on student grade levels.

If you are parking and walking up to the building, please be mindful of all traffic signs. Use the sidewalks and cross at the crosswalks while walking to and from the school. Do not cross between cars in the carpool lane, walk through the bus lane, or the teacher's parking lot.

Pay attention to the crossing guards at the two intersections near the school. They are there for your safety and for the safety of students. Crossing guards will direct walkers when it is safe to cross. Do not drive through the intersection in any direction if a crossing guard is allowing walkers to cross the street.