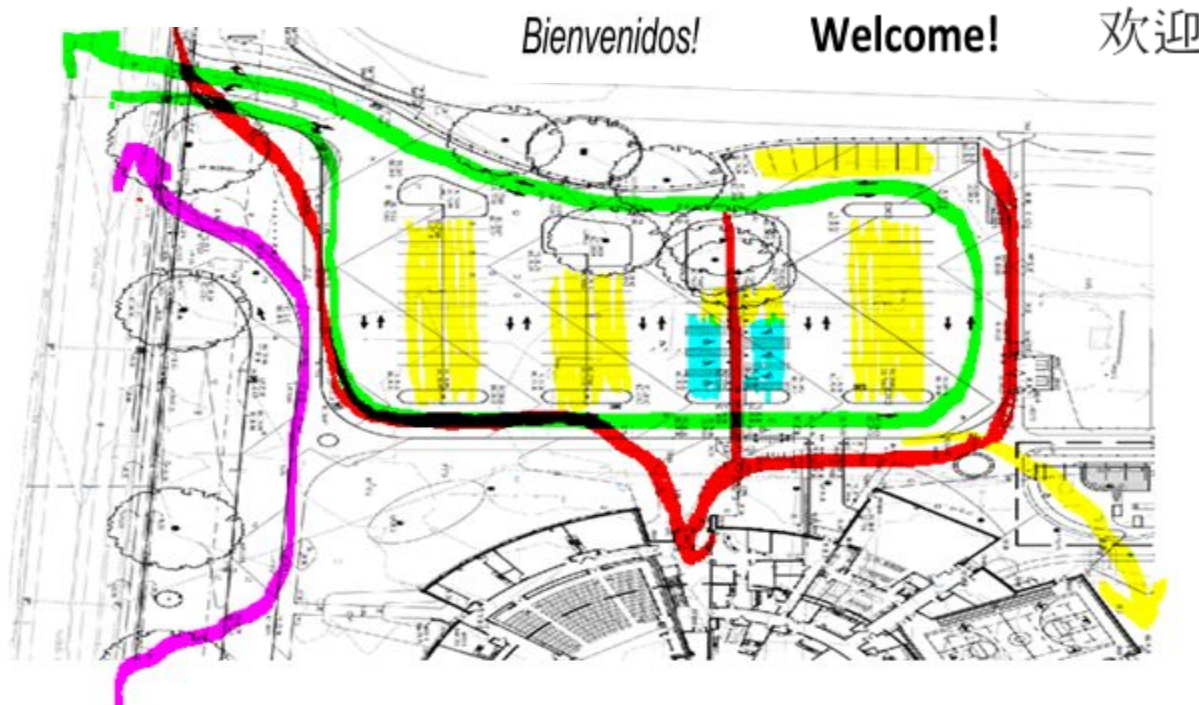


Charter Oak Arrival and Dismissal Procedures - September, 2017



Dear Charter Oak Families:

Welcome to Charter Oak International Academy! Please use this map to help you become familiar with traffic flow patterns and drop-off routines. The safety of your children is and will continue to be our top priority. As with any plan, its success depends on every community member following procedures with care and respect for the safety of all. If your needs are not being met, please share your concerns with us.

Pink: Bus Loop off Flatbush Ave. No cars allowed during morning and afternoon bus times.

Green: Parent Drop Off Loop, access from Flatbush Avenue; Parents enter lot and circle counter-clockwise, dropping off children in the "Kiss-and-Go" zone along the Office Entrance sidewalk. There is no parking in this area - For the safety of all of our children, please make sure children are safely on the sidewalk, and enter and exit the Drop-off Zones slowly.

A Staff Member will greet children at the Office Entrance entrance from 8:20 – 8:30. Parents entering the building must enter through the Office Entrance and sign in at the office. Children and families may push the green bell for entrance after 8:35.

Yellow: General Parking; Parents may park in these areas at any time. Students may access the Flagpole Entrance or the Office Entrance from the parking lot. Adults must accompany children at all times within the parking lot.

Blue: Accessible parking – reserved for persons with handicapped plates or tag.

Red: Please use all available crosswalks and sidewalks to avoid having children cross through the parking lot. Children should never cross through the lot unattended – when walking home, children must use the sidewalk circling the lot to access Flatbush Avenue.

Designated drop-off zones are also available along Sidney, Oakwood, and Flatbush Avenue. For the safety of all of our children, please make sure children are safely on the sidewalk, and enter and exit the Drop-off Zones slowly. The parking lot off of Oakwood avenue is reserved for families of Pre-K children during arrival and dismissal times, and families attending FRC programs during the day.

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Bienvenidos!

Welcome!

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ENTERING THE BUILDING DURING THE DAY:

All visiting adults will use the Office Entrance, located on the west side of the building (facing Sterling Field). Visitors to our Family Resource Center will be admitted by the FRC staff using the FRC Entrance on Oakwood Avenue. Pre-K families enter through the FRC Entrance and proceed directly to their child's classroom.

RECOMMENDED ENTRANCES BY GRADE LEVEL: Student may use Office Entrance or enter with siblings at their entrance.

Breakfast (Grades K – 5)

8:05 – 8:15 Office Entry

**Pre-K children may eat breakfast in their classrooms at 8:30.*

Pre-K – Families accompany Pre-K children to their classrooms 8:15 – 8:35 via the FRC Entrance
Pre-K families only park in the Oakwood parking lot.

Kindergarten and grade 1 –

Children enter at the FRC Entrance. Staff-members will be on duty in respective hallways to guide children.

Grades 2 – 5 enter through the Flagpole Entrance on the playground off of Sidney Ave. and proceed upstairs to their grade level areas:

- Grade 2 - Hallway;
- Grade 3 & 4 - Gym Commons;
- Grade 5 - Inquiry Commons

Students visit with peers until 8:30, when classroom teachers oversee unpacking routines.

PICK UP LOCATIONS:

All students are released directly to the adult designated by parent or guardian.

Older students may travel within the school to a younger sibling's dismissal door to be dismissed together.

- Pre-K Families pick up children at classrooms or PK playground Please discuss pick up place and times with your child's teacher. (3:00 – 3:20.)
- Kindergarten and grade 1 – Dismiss at Oakwood Entrance.
- Grades 2 and 3 Dismiss at Cafeteria Entrance.
- Grades 4 and 5 Dismiss at Flagpole Entrance.

