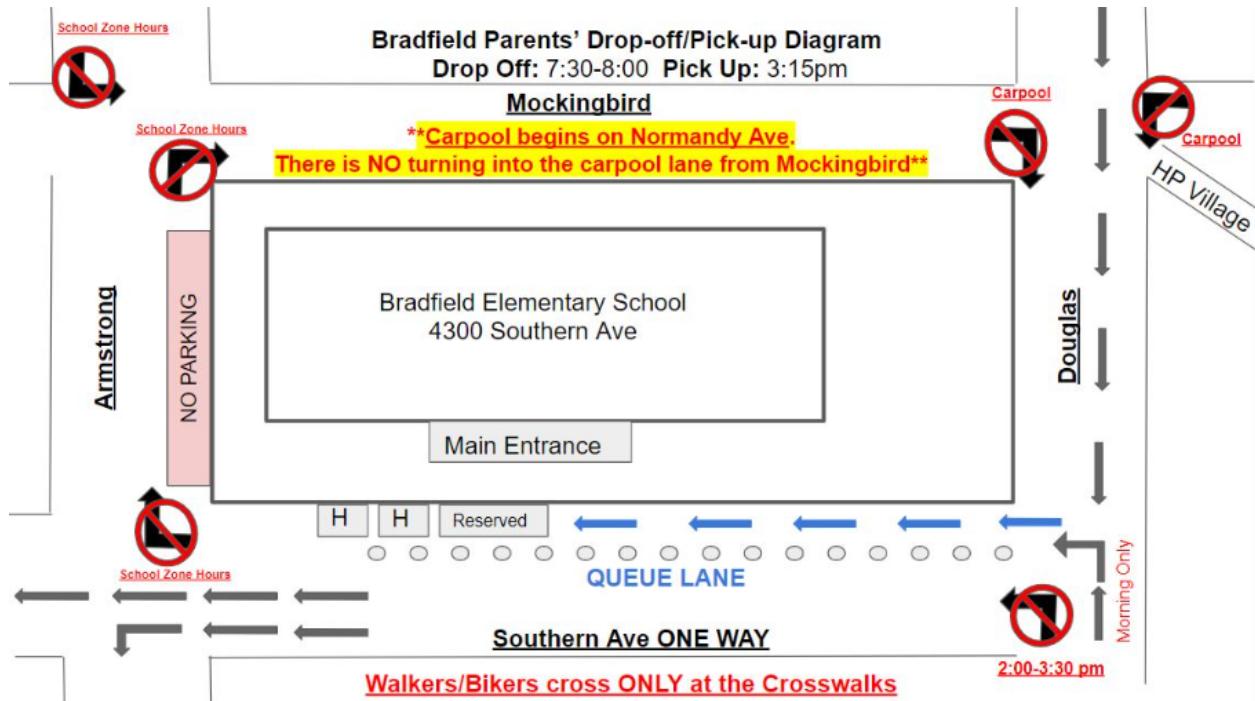


## INSTRUCTIONS FOR MORNING DROP-OFF AND AFTERNOON PICK-UP

Monday through Friday, twice a day, more than 560 students travel through the doors of Bradfield Elementary by way of crosswalks and streets surrounding our school. Please keep in mind the **SAFETY of our children is our number one goal.**

### CARPOOL MAP



**During Morning Dropoff:** Parents should **ENTER the queue on Douglas**. Drivers may enter the queue coming from both north (Normandy) and south (Beverly). **YOU MAY NOT ENTER THE QUEUE LINE FROM MOCKINGBIRD.**

**During Afternoon Pickup:** Parents should **ENTER the queue on Douglas from the NORTH ONLY (Normandy)**. **YOU MAY NOT ENTER THE QUEUE LINE FROM MOCKINGBIRD.**

**\*\*PLEASE NOTE** – Remember Southern Ave is a one-way street. Once your student has safely entered/exited your car, you may leave the queue line and enter the flow of traffic.

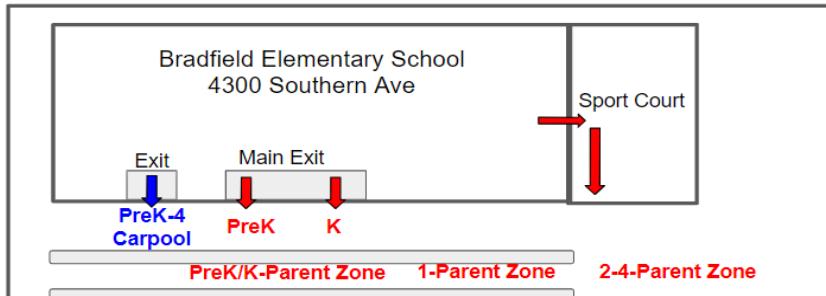
**No RIGHT TURNS:** No right turns may be made from Southern Ave onto Armstrong or from Armstrong onto Mockingbird during the hours of 7:15am until 4:00pm.

## DISMISSAL MAP

Bradfield Parent Zone Diagram  
Pick Up: 3:00-3:15

### Mockingbird

\*1, 2, 3, 4 walkers and those meeting parents will exit through the Sport Court doors at 3:15 pm. Students meeting other walkers may meet on the Sport Court before leaving the premises. Parents meeting their child, should wait in designated areas.



PreK/K students meeting parents outside, will exit through the Main Exit. Parents should wait in designated areas.

\*PreK-4 Carpool Students will be released from inside the building when their number is called beginning at 3:00pm.  
Southern Ave

### CARPOOL TAGS

Each family will receive ONE carpool number (two tags) in a labeled envelope, from your youngest child's teacher, at Meet the Teacher (MTT). If you miss MTT, carpool tags will be sent home with your YOUNGEST child on the first day of school.

We also have a **plastic tag for each student's backpack**. We will attach the tag to your child's backpack on the first day of school. All students will receive an envelope with this memo inside it and their tag # on it. If you have more than one child at Bradfield, please make sure your children's tag #'s are the SAME. If they aren't, please let your teacher know.

### MULTI-FAMILY CARPOOL

If you are part of a MULTIPLE family carpool, please email Whitney Donaldson at [safety@bradfieldpta.org](mailto:safety@bradfieldpta.org) for personalized tags. Include ALL students' names, grades and teachers in the group.

### CARPOOL RIDERS

All carpool riders, Pre-K through 4th, will be dismissed from inside the building when their carpool number is called, beginning at 3:00pm. Please help your child learn their new carpool tag number.

### SPECIAL INSTRUCTIONS FOR DISMISSAL BY GRADE LEVEL

- Pre-K students will only be dismissed to an adult. Pre-K will not be permitted to dismiss to an older sibling.
- Kinder students will be permitted to dismiss to an adult or to an older sibling once the parent grants permission\* in writing. Kinder will not be permitted to dismiss alone.
- 1st grade students may ride their bikes or walk home alone once the parent grants permission\* in writing.
- 2<sup>nd</sup> – 4<sup>th</sup> grade do not require written permission to walk/bike home. However, if your child is responsible for picking up a younger sibling they will be given a form for you to indicate this information.

\*Permission forms will be sent home from Meet the Teacher or on the first day of school if you miss MTT.

## **BIKERS AND WALKERS**

There are three bike rack stations at Bradfield. Bikers and walkers dismiss at the same time as their grade level, beginning at 3:15. Please have your child walk his/her bike while on the sidewalks around the fenced school property.

## **PARKING**

Parents may park on Southern Ave. on the opposite side of the street from the queue lane. Please do not block the queue lane or neighbor's driveways. For the safety of everyone, please utilize our wonderful Crossing Guards at the corner of Southern/Douglas and Southern/Armstrong.

## **DOGS**

Dogs are not permitted on school grounds during drop-off and pick-up.

## **INCLEMENT WEATHER**

Please know we do our best to watch the weather and update parents efficiently; however, the weather is sometimes unpredictable. Normal dismissal procedures will occur unless the weather is severe and it is not safe for students to walk. Severe weather is considered to be lightning close by, torrential downpour or other unsafe conditions.

**We strongly encourage you to adhere to the normal dismissal procedures on rainy days.** Due to the procedures in place to check children out of school, it is difficult when parents pick up their children early. **We ask on rainy days, in particular, that parents not check students out after 2pm.** Early check out will only add to the complexity of getting everyone out of the building, in a timely and efficient manner.

### **Severe weather dismissal procedures:**

We will notify parents by 2:30 (time permitting) if we plan to implement a severe weather dismissal, any sooner and the weather could change.

- Walkers/bike riders/students meeting parents outside will be retained inside the building until the severe weather passes.
- We highly suggest utilizing the queue lane and allowing the staff to help your child get to your car safely. Carpool will continue to be dismissed as normal.
- If you choose to park and pick up your child we ask that you wait outside under the arches on the front porch. Be prepared to provide your child's name and grade level to a staff member who will be under the arches.
- **PLEASE do not crowd the doorways.**

## **REMINDERS**

### **DO NOT...**

1. let your child out of the car from the center lanes.
2. block ANY driveways, even for a minute.
3. park in the queue from 7-8:30am or 2:30-3:45pm.
4. cut in line.
5. get out of the car for any reason while in the carpool lane.

### **DO...**

1. use the designated queue entrances.
2. use crosswalks and obey crossing guards.
3. help your child memorize their new carpool tag number.
4. remind EVERYONE dropping off or picking up your child of the carpool rules.