**2026-2027 Peebles Elementary School**

# ARRIVAL AND DISMISSAL PROCEDURES

## MORNING ARRIVAL: DROP OFF PROCEDURES

**Note:** This process ensures appropriate adult supervision is in place to provide a safe entrance for all students.

- **Timing:** Doors open at **8:50 AM**. The school day begins at 9:00 AM, and instruction starts at 9:05 AM. Students may not be dropped off early.
- **Traffic Flow:** Drive down the library side in the **right lane**, follow the car ahead, and stop at the chain around the back circle.
- **Unloading:** Students must stay in the vehicle until the **8:50 AM bell** rings and staff are present.
- **Safety & Entry:** All students must exit from the **passenger side** and enter exclusively through **Door #B4** (Orchestra Room).
- **Front Circle:** Our front circle is closed to parent vehicles from 8:50 AM to 9:05 AM to allow for bus traffic.

## AFTERNOON DISMISSAL: PICK UP PROCEDURES

**Note:** This process is for standard 3:25 PM pick-ups only, not early dismissals.
There are **no pick-ups allowed in the office area after 3:00PM** through the end of the day.

- **Carpool Numbers:** Display your family's assigned carpool number in your window facing the staff. The carpool number is ONLY for your family and should be used ONLY if your child/children are not riding the bus home.
- **Traffic Flow:** Pull behind the building in the **left lane (opposite the typical traffic pattern)** and follow the line around the back circle near the playground.
- **Loading:** Remain in your vehicle. Staff will escort students out to match car numbers. Students must load on the **driver's side.**
- **Walkers:** Walk to the pick-up line with your family's number in hand to meet your child.
- **Exit:** Once your student is secure, proceed slowly to the front of the school to exit onto Peebles Road.

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# COMMUNICATING YOUR STUDENT'S DISMISSAL STATUS

- **Preparation:** If you know your child will not be riding the bus, and will be a parent pick-up at the end of the day instead, please send a "Note to School" to your child's teacher in the morning.
- **Decide Early:** Please decide on your child's dismissal status before the school day starts as much as possible.
- **Changes to Dismissal Status:** However, we understand that emergencies arise throughout the day. If this happens please call Mrs. Jana Kigin in the office to make arrangements for pick-up.

## CAMPUS SAFETY RULES

For the safety of our Peebles students, we ask you to observe the NO Parking and Speed Limit signs on the school grounds. The Speed Limit is 15 MPH in front of the school and in the parking lot. Cars must stop for pedestrians. In order to allow open access for bus traffic, the oval driveway in the front circle is closed to private vehicles from 8:50 a.m. to 9:05 a.m.