

Arrival/Dismissal Procedure

Arrival

Arrival will begin at 8:30 a.m. A diagram indicating the path for arrival/dismissal as well as a schedule are on the reverse page. Follow the flow of traffic and your child may exit the vehicle in the drop-off zone. Please urge your child to be ready to exit the vehicle promptly, close the vehicle door and go straight to the sidewalk. We do not have staff available to assist students out of their vehicles.

Dismissal

Dismissal will begin at 3:45 p.m. Each family will have a designated number to display. Students will be called out to the designated area and be waiting for their car. A staff member will release them to enter their vehicles. We do not have staff available to assist students into their vehicles.

There is no parking on the west side of the building, at Cooper Tire, along the curb by Cooper Tire, or in back of the building. If you are picking up your child prior to 3:45 p.m., you will need to park in the south lot and come into the building to sign them out.

FOR THE SAFETY OF OUR STUDENTS AND STAFF:

- **The pick-up line is single lane only. Please do not get out of line to pass other vehicles in front of you.**
- **It is imperative that we keep the flow of traffic moving steadily. The Town of Fishers does not allow us to have traffic overflowing onto 96th Street. Therefore, it is not possible to park and bring your child into the building.**
- **The student should only enter/exit the vehicle in the designated drop-off/pick-up zone. Please do not let students out of vehicles at any other points in the parking lot.**
- **Please be sure to clearly display your number on your visor for the staff member to effectively manage dismissal. A child sized pants hanger is very effective for clipping the card to and hanging from your rearview mirror. If you carpool, please have each number displayed.**
- **The first parents to arrive should follow the path to the door designated for their drop-off and park in the first slot in the drop-off/pick-up zones. The slots have been taped off to help with this process. Additional cars will file in behind. It would be helpful if parents wait to arrive until 3:30 or after. We have limited space in the parking lot and must keep traffic from overflowing onto the main road.**
- **If you need to pick a student up early, you will need to be sure to have your student signed out and exit the parking lot by 3:30. Once the dismissal line begins, you will not be able to exit a parking space until dismissal has been complete.**
- **If you need to modify your normal pick-up plan, please contact the office at (317)335-1158 by 3:00 pm and advise of the change.**