



We are wildly excited to start school on August 10th. Our school hours begin at 7:15 AM. We have included the following procedures to support the flow of traffic and allow entry into different designated areas. Below is an overview of the process and for additional support, we reference maps with visuals of the routes for morning and afternoon routines.

MORNING DROP-OFF ([Arrival Map attached](#))

Buses will arrive on campus at 7:15 AM. Students will be directed to the CAFE for breakfast or to their designated zones for grade level pick-up at 7:35 AM.

Car Drop-Off: Our designated entrance doors **open at 7:15 AM**. We have two car lines to help with receiving students to support the flow of traffic. (Entrance from Carrollton Pkwy or Maumee Dr). Please know that we will quickly get cars moving and unloaded, by cars pulling forward as far as possible for both areas. When cars do not pull forward completely, it can impede the flow of traffic. Parents should not exit the vehicle at any time, during this process. If necessary, parking areas may be used. Please escort your child to the cross walk, which are designated on the map. Please adhere to the **crosswalk zones** in both the front and north loop areas. **Do not make a U-TURN** car line for any reason. Follow the arrows accordingly and the guidance from our amazing staff to help direct traffic, while we monitor the flow of traffic continuously. **Do not exit coned off areas, unless otherwise directed to by staff.** We appreciate your support in helping to increase the flow of traffic.

USE THE CROSSWALK IF: Parking and Escorting your child to the entrances.

Special Note: The designated lane for PreK assists with the special unloading for our littles. For PreK & Kinder, our entrances and hallways will be well staffed to support them upon entry to get them to the right locations. After the first week or two, they become pros. For the safety of any child, please do not leave a child unattended in the morning before campus doors open at 7:15 AM.

AFTERNOON PICK-UP ([Dismissal Map attached](#))

Buses will arrive on campus at 2:55 PM ready for student dismissal (school day ends at 3:00 PM). Please refer to the website lisd.net/bus for details about estimated times, stops, and home arrival or you may download the APP called "**Here comes the Bus**". This information may be found on the district website.

ALL Car Riders-

At "Meet the Teacher", your teacher will have provided a **colored car window sign** to each family. Please ensure your child's name is written and filled out. For the first day of school and the remainder of the year, please provide this sign on the car window so that it is viewable for our staff member calling out names. If

someone else picks up your child, please give them the colored car window sign. If you did not receive one of these, please stop by the office to pick one up or request one from your child's teacher.

As you pull up to the entrance of the school, a staff member will announce your child's name and tell them where to wait as you move forward to where your child is asked to stand. Our zone is coned for ease of pickup and safety of our students. **While in the car line, Please do not leave a vehicle unattended to pick up a child. After a couple weeks, the traffic does flow much better when everyone knows the flow ☺**

Grade Specific pickup:

PreK- will dismiss just a little earlier. Please pull around the curved bend to the right for dismissal in this zone or use the PREK parking zone (**refer to map**). **It is important to arrive between 2:45-3:00PM to get in line earlier. However, please refrain from moving cones if traffic backs up. The wait is not long.**

Kinder & 1st - will dismiss at the front entrance area. When you pull up for your students to load into your vehicle, please remain in your car and a staff member will escort them to the vehicle to assist in loading. For the safety of all children and adults, cell phone use is prohibited in school zones. Once the car is loaded, please look for the lane to the left, before exiting the right lane. Follow the flow of traffic. At no time should a vehicle be left unattended. **All drivers must stay in their vehicle unless parking.** Use the adjacent crosswalk if parking (**refer to map**).

2nd-5th grades: As you pull up to the caller zone, you will also be directed to pull forward to pick up your child on the left side of the lane at the curb. Staff will walkie the student to a designated cone, where they can then load the vehicle. Once your vehicle is loaded, you must look for the lane to the right before continuing to exit. Follow the flow of traffic. Signs will help to expedite your exit. This area is for vehicle loading only.

FOR ALL CAR RIDERS: Please advise anyone that may be picking up or dropping off your child of these procedures. Over the years we have worked hard to make car pick-up as smooth as possible for everyone involved. We know that the first week of school can take longer than expected, but we expect the time spent in line to be less than 10 minutes as we get going.

NOTE ABOUT SIBLINGS: Older siblings of PreK, Kinder, and 1st grade students need to meet their sibling, **by coming to the front of the building outdoors** at the designated location.

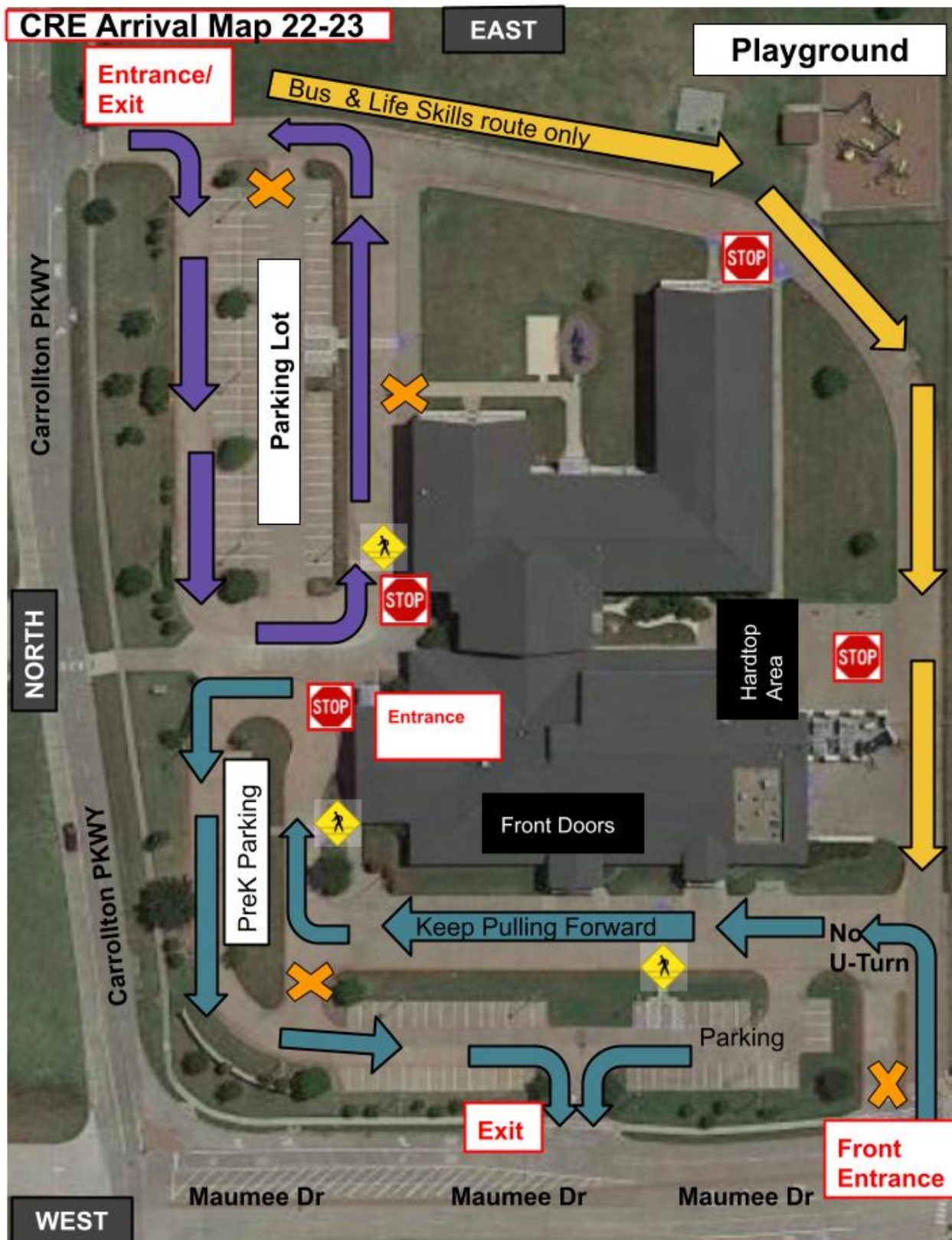
WALKERS: A walker is defined as a student that is walking with a buddy or a parent to a neighboring street. These students are escorted by teachers at the front of the school and to the main crosswalk that goes across Maumee Dr. You may meet your child at that location or on that adjacent sidewalk.

Please reach out to the homeroom teacher by email if the child is being picked up differently, no later than 2pm. It helps to provide ample time for this change in placement to ensure no miscommunication. If it is an emergency, please contact our office at 469-713-5994. Your attention to the above will help to ensure the safety for all of us! If you have any questions or concerns please do not hesitate to contact me.

Sincerely,

Mrs. Corry Thompson

Asst. Principal of Coyote Ridge ES



7:15 -7:45 am Arrival Car Lane

Car Lane Route 1- Maumee Dr ** PRE-K MUST USE

Car Lane Route 2- Carrollton Pkwy

Bus Zone Route

School begins at 7:45 AM.
Students must be in class
to be counted ON-TIME.
Use Front Doors for tardies

CRE Dismissal Map 22-23

EAST

Playground

Entrance/
Exit

Carrollton PKWY

Parking Lot

NORTH

Carrollton PKWY

PreK Parking

PreK
only

Front Doors

1st

Kinder

Walkers

2nd
3rd
4th
5th

2nd-5th Keep
Right

Keep Pulling Forward

Parking

Parking

No Exit

Exit

Front
Entrance

Maumee Dr

Maumee Dr

Maumee Dr

WEST

2:55 - 3:10 pm Buses & Daycare Zones

2:55 - 3:10 pm PreK Dismissal

3:00 - 3:15 pm Kinder/ 1st grades: Car Rider route

3:00 - 3:15 pm 2nd-5th grades: Car Rider route

School ends at 3:00 PM. PreK, Daycare & Bus riders dismiss at 2:55 PM. Front entrance splits into two paths for cars.