



We are wildly excited to start school on August 11th. 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 in and receive sanitizer upon entry. Students will be directed to the CAFE for breakfast or to their designated grade level zones.

**Car Drop-Off:** Our designated entrance doors **also open at 7:15 AM**. We have two drop-off locations to help with continued staggering and receiving of students to support the flow of traffic. Please know that we will quickly get cars moving, with cars pulled forward as far as possible for both areas. When cars wait in the drop off/pick up line too early it can impede the flow of traffic. We appreciate your support in helping to increase the flow of traffic. Parking areas are designated on the map. Please adhere to the **Crosswalk zones** in both the front and north loop areas and **do not make a U-TURN** in the front entrance. Follow the arrows accordingly and the guidance from our amazing staff support.

For PreK & Kinder, our entrances and hallways will be well staffed to support them upon entry.

**Note:** 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](http://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.

### **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. 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. **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.**

**(PreK, Kinder, & 1st grades) PreK-** will dismiss just a little earlier. Please pull around the bend to the right for dismissal in this zone or use the PREK parking zone. **(see map)**

**Kinder & 1st** - will dismiss in 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. There are two lanes of traffic that flow through the car rider line, so it is important to put your car in park while your child is loading. During this time, please refrain from using your cell phone for the safety of all children and adults. When you are exiting the car rider line, if you are in the right lane (front entrance traffic) you must 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. Please park and use the appropriate crosswalk if needed. **(see map)**

**2nd-5th grades:** As you pull up to the caller cone, you will also be directed to a spot to pick up your child on the left side of the lane. There will be two lanes of traffic for the flow of traffic as needed. When you are exiting the car rider line, if you are in the left lane , 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.

**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:** Older siblings of PreK, Kinder, and 1st grade students **will come to the front of the building to meet siblings outdoors** at the designated location and be picked up from that area.

Office staff will not be able to hold students for families who are late. Please reach out to the homeroom teacher by email if the child is being picked up differently. It helps to provide ample time for this change in placement to ensure no miscommunication. If it is an emergency, please refer your information to our office at 469-713-5994. Your attention to the above will help make things better for all of us! Thank you for your continuous support! If you have any questions or concerns please do not hesitate to contact me.

Sincerely,

Mrs. Corry Thompson

Asst. Principal of Coyote Ridge ES