



Spring Brook Elementary

Dismissal Procedures:

1. **Driving:** Entrance into the front drive is not permitted from 3:15-3:45 daily as buses will be entering the front circle drive. Parking is limited around the school, so please decide upon a meeting location with your child. You may park in a legal spot, then walk to the school, if you choose. Please refrain from double parking or parking in a “No Parking” zone.
2. **Walking:** Walkers will exit the building as designated by their classroom teachers at the beginning of the year. Kindergarten students who will be walking home will exit from door 12.
3. **Bus riders:** Bus riders will be dismissed from their rooms and will wait in the gym for buses to be called. Bus riders will line up in the gym according to their bus numbers. When a specific bus is called, a Spring Brook staff member will escort all students on the same bus to the bus parked in front of the school. A Spring Brook staff member will be waiting at the bus until all students have entered the bus.
4. **Early dismissal:** If your child needs to be picked up early, please call or send a note to either the office or your child’s teacher, if possible. Once you come to school, please come into the office and sign your child out. Your child will be called to the office at that time. As noted above, cars are not allowed in the front drive from 3:15-3:45.