

# ***Five Points East Elementary***

***From the desk of: Tammy Stritenberger, Principal***

## **The Return of Bus Transportation**

**Beginning of the day, doors open at 8:15am**...All bus students will be arriving and entering on the east side of the building. East students will enter through the doors at the end of the 2 east side doors. West students will enter through the door by the teacher lunchroom. West students will be dismissed from the busses first, then enter the building and line up in the 'long' main hallway and proceed to their classes. East students will enter at the doors closest to their classrooms. Car Rider drop off is in the front of the building.. "Stop, Drop and Roll" (drop the students off and the students will then enter the front doors). Walkers and Bike Riders should enter the front doors starting at 8:15am. School start and ending times is **8:25am - 3:10pm. The tardy bell will ring at 8:25am.** Any child not actually in the classroom at that time will be considered tardy. AM Bus drop off will occur on the East side of the building.

**End of the Day, 3:10pm**....Afternoon announcements begin at 3:05pm with the dismissal of the car riders, walkers and bike riders (anyone not riding the bus) immediately following. The dismissal bell sounds at 3:10pm and bus riders are dismissed. East bus riders will exit through the East side doors closest to their classroom ELA doors (we will exit the doors in a single file exiting out both sides of the doorway). West side bus riders will travel down the main hallway turning right leading to the East side doors (closest to the teacher lunchroom doors) to exit to the busses.

***And....as a reminder we ask that if there is a need make a change of transportation for your child please call us before 1:30pm of that day.***

Car riders will exit the west side of the building, through the 1st grade ELA. Walkers and bikers will exit the front of the building and the bus riders will exit on the east side of the building. The procedure for a driver picking up a student: Cars should use the east entrance and remain in a single line. Drive around the front of building, and then turn right bringing you around to the west side into the staff parking lot following against sidewalk. Students will be at the north end of the sidewalk waiting for pick up. While remaining in your car and in line, turn left around the staff parking and exit using the west exit lane onto Lytle Five Points Road. Any student early pick -ups prior to the end of the day should be done in the main office, parking in front of the building is permitted during this time.

## **Adjusted procedural times starting January 4th, 2010**

### **8:10am Teacher Start time**

**8:13am dismiss West students from the busses**

**8:15am dismiss East students from the busses**

**8:15am Bell / Students allowed in the building ...admitted to the classrooms**

**8:25am Bell / Morning Announcements**

**3:05pm Afternoon Announcements - dismiss car riders, walkers, bikers**

**3:10pm Bell / dismiss Bus Riders**

Jan 4, 2010

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