

## Indian Trail Student Arrival and Dismissal Procedures



Student Drop-off at Indian Trail will be from 8:45-8:59. There is no guaranteed supervision for children arriving before 8:45, so please do not drop children off earlier than 8:45.

We are continuing with our previous practice for arrival and dismissal. Please know the process will take longer in the beginning, but we will work to streamline as the year progresses. Please refrain from planning appointments or meetings around the time of arrival and dismissal. I would not want you to be late for those appointments, as I cannot predict how long it will take for some students to enter and exit the building.

From 8:45-8:59, students will enter the school utilizing doors 15 and 11.

Students arriving after the 9:00 tardy bell MUST enter the school through the main entrance with an adult (by the flagpole). All other doors are closed and locked at 9:00 for security purposes.

Parents will drop off their children in the “circle drive” located on the north side of the building. You must remain in your vehicle at all times while in the circle drive. Your child will remain in your vehicle until 8:45 when staff members exit the building to allow students to enter. You will form two lines until you come to the first turn. There will be a staff member there to merge you into one line. After the merge, PARENTS ARE TO PULL AS FAR FORWARD AS POSSIBLE between the cones to drop off their children. Please pay attention to the staff directing you. Students may exit the vehicle as soon as the sidewalk begins even if they are not right at the school door. The longer you wait to let them out, the later they will be for class. When parents cooperate with staff, we do not have drop-off safety concerns and traffic flow moves seamlessly.

**Please post your child’s first and last name in the passenger side of the window for both arrival and dismissal. If your child is a new student to the school, please post “New Student” on the sheet, as well. This will allow us to group your child(ren) with other new students and escort them to class.**

At dismissal, you will follow the same procedure as arrival. Your children will remain in the building and will be called to exit the building based on your position in the circle drive. A staff member will exit the building around 3:15 to start calling in the order of names from your window sign. Please have your signs posted clearly on the passenger side and leave them in place until your child enters the vehicle.

If your child walks to school or brings their bike, they must not arrive prior to 8:40. They can lock up their bike and line up on the yellow line prior to entry. Parents are not allowed to

congregate by any door. You may watch your child from a safe distance. If by door 11 (near bike rack), parents must stand by the baseball field. If by door 15, parents must stand on the sidewalk furthest from the door. Please note, parking lots will be closed off and you are not allowed to park on school property during arrival and dismissal.

Parents are not allowed to stop along Frankfort Square Road to drop off or pick up their children. The curbs are clearly painted yellow and signage indicates "No Parking." The Will County Sheriff's Deputies informed the school they intend to be regularly present and issue tickets to violators. Most important, it is essential that vehicles not park or stop curbside in this zone since it restricts driver and pedestrian visibility.

Please also be aware that Frankfort Square Road by the school and the school parking lots are cell phone free. This is state law. The deputies can issue tickets to drivers using cell phones in school zones. We do take down license plates of those not following the state law. This is to protect the students and staff.

Parents are not to use the driveway or parking lot on the south side of building (at Inverary Rd). This is for staff parking and buses only.

Children that walk to school will only cross the street at the Frankfort Square Rd/Acorn Ridge intersection accompanied by the crossing guard. Students are not to cross the street at Hickory Creek/Frankfort Square Rd intersection (in front of the school) without a parent or guardian escorting them.

Please refrain from walking along the sidewalk along the circle drive during our arrival and dismissal process. I need this area clear for students and staff to safely distance from one another, as well as prevent any unsafe conditions.

At the end of the day, we ask that you continue to follow the expectations:

- First Graders exit doors 15
- Second Graders exit door 11
- Third Graders exit door 11
- Fourth Graders exit door 15
- Remain in your vehicle while in the circle drive
- Pull forward as far as you can
- If you walk to pick your child, you must stand away from the doors and on the sidewalk or close to the baseball fields.
- Follow all directions by the staff
- Be respectful to all Trailblazer students and staff
- For the first few weeks or so, we will start dismissal prior to 3:30

I understand that your little ones might like to run around while they are waiting, please do not allow them to run through the landscaping or play by the school sign.

Pets are only allowed on the sidewalk closest to Frankfort Square Road.

Thank you for your understanding. I look forward to an outstanding year with you and your child!

Mrs. Wright ☺

