

AIR BASE K-8 CENTER FOR INTERNATIONAL EDUCATION

Arrival & Dismissal

Please follow these procedures to ensure a safe and efficient arrival and dismissal for all students.

Points of entry/exit to the school:

1. The carpool lane located in front of the Upper Academy (UA) building
2. ENTRY: Gate by the cafeteria/4-pack building
3. EXIT: front of the school
4. NO parents are to access the Magnet Office gate. That gate is STRICTLY to be used for students arriving via M-DCPS or private minibuses. EXCEPTION: Pre-K parents dropping off/picking up Pre-K students.
5. Parking lots may not be used to drop students off.

- **Arrival Procedures**

To ensure the safety of the students, ALL students are to be dropped off in the carpool lane or across from the building and use of the crosswalk, beginning at 7:30 am. Students should not be left unattended prior to or after school hours. The school only provides supervision in designated areas 30 minutes before and after school. The school offers a free breakfast program to all students until 8:20 am.

- Kindergarten through second grade students will report to the cafeteria.
- Students in grades three through five report to the PE court. Students may choose to participate in the morning intramural sports program.
- Upper Academy students report to the dining pavilion. UA may choose to report to the PE court to participate in the free, morning intramural sports program.
- UA students may NOT roam back and forth from the PE court to the dining pavilion.

To ensure students have a successful day, it is imperative that they arrive in time to be settled in class, with their supplies, on time and without rushing. Students are to be in class, in their seat, with their required supplies, at 8:35 am. Therefore, dropping students off at 8:35 am will result in the student being considered tardy to school. Plan your morning arrival accordingly.

ALL GATES WILL BE LOCKED AT 8:30 am. THE ONLY ENTRANCE/EXIT AT THAT TIME WILL BE THE MAIN OFFICE GATE.

- **Dismissal Procedures**

Students are dismissed Mondays, Tuesdays, Thursdays and Fridays as follows:

Pre-Kindergarten	1:50 pm
Kindergarten-Eighth Grade	3:05 pm

Students are dismissed on Wednesdays as follows:

Pre-Kindergarten – Eighth Grade	1:50 pm
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It is strongly recommended to maintain a consistent family dismissal plan. Changes in dismissal plans often cause confusion and result in delays at dismissal time. For the safety of students, the following dismissal procedures have been established:

1. Students in grades three – eight may exit the front of the school (Main Office/ Cafeteria gates) and use one of the cross walks (manned by a crossing guard), to walk to their vehicle. Adults are to remain in their vehicles to wait for their students. Parents/guardians have the option to park and meet their child at the dismissal exit locations (Main Office/ Cafeteria gates). Parents are not to walk up to the carpool lane to receive their child/children. If you are picking up at the front to the school please do not stop as this disrupts the flow of the carpool. Please park and wait for your child.
2. Students in grades Kindergarten – three may also exit the front if accompanied by a sibling in grades four – eight. Students are to meet in the Dining Pavilion and then proceed to the Main Office/ Cafeteria gates for departure.
3. The carpool lane located in front of the Upper Academy building is to be used for parents picking students up in grades Kindergarten – second, in their vehicles, utilizing DASHPASS. Ensure that you display your child's carpool sign and that it is easily visible. ***No pedestrian traffic is allowed in the carpool lane.***
4. NO parents are to access the Magnet Office gate (SW 128 Avenue). This gate is STRICTLY to be used for students leaving via M-DCPS bus or private minibus.

- **Rainy Day Arrival**

Daily arrival locations will remain in place. Students in grades K-2 will report to the cafeteria. Students in grades three through eight will be routed to indoor classrooms. Locations are listed on posters which are located throughout the campus. Assigned teachers, staff members and Safety Patrols will also be available to assist students.

- **Rainy Day Dismissal**

Students should be prepared with raincoats and/or umbrellas during the rainy season.

- Students departing by bus or After School Care will be dismissed/escorted to their dismissal areas as usual.
- Students who normally use the crosswalks to meet their vehicles are to report to the cafeteria.
- Carpool students report to the Upper Academy via the covered walkway/interior hallway.