

## **COVEDALE ARRIVAL PROCEDURES:**

Due to the variety of ways students travel to school, there are several different arrival options.

**Walkers:** Walkers will enter the building through the lunchroom door. If they arrive at the front of the building, there will be staff members on the sidewalk next to the school ensuring their safe arrival.

**Bus Riders:** (NEW CHANGE) Buses will drop off and pick up on Sidney Road closest to the Covedale driveway. There will be a staff member greeting each bus and escorting them to the lunchroom door. Any buses with wheel chair access will drop off in the rear (see Car Drop-off Option 2).

### **Car Drop-off:**

**Option 1-** Pull up on Sidney Road and drop off your child in front of the building. There are crossing guards to help your child onto the property. Once they are on the property, your child will walk down the sidewalk (staff members will be present to assist with their safety). They will enter the building through the lunchroom door at the rear of the building (This is probably the fastest way to drop off and you will not get caught in any of the traffic lines).

**Option 2 -** Pull in the Western Hills Church of Christ parking lot at the light and pull to the back. Do not drop your children off at the walkway we used last year, continue over the connector driveway (this is new) to the Covedale circle. You will then pull around the circle in a counter clockwise manner and drop your child off at the sidewalk. A staff member will be there for your child's safety and they will then enter through the lunchroom door. Do not park or get out of your car. In order for this option to work, we can NOT block the other cars who are also dropping children off. You will then exit out of the Covedale lot back onto Sidney Road. This will be a One-Way procedure during the morning and afternoon times. Do not pull back out of the Covedale lot.

If you would like to enter the building, please park in one of the visitor spaces in the Covedale lot, on Sidney Road, or in the WHCC lot and enter through the front doors of the school.

Please do not pull into the salon right next to the building. This business is very supportive of our school; however, we interrupt their business at our arrival and dismissal times. Please be courteous and use one of the options presented above and do not use their parking lot.

We encourage you to visit our building, however we need ALL parents and visitors to enter through the office and sign-in and get a badge. We know this is a tedious task and you might be inconvenienced. However, it will help us ensure that ALL of our children have a safe environment.

Once your child has entered the building through the lunchroom door they will travel through the breakfast line and be offered breakfast. They do not have to eat, but we will offer them breakfast. We are able to serve breakfast for free to all of our students through a grant. A requirement of the grant stipulates all children must be offered breakfast. Once they go through the line they can either sit down and eat or travel straight to their morning pick-up location.

Remember, students may begin entering the building as early as 7:15 AM and classes begin promptly at 7:45 AM. Any student arriving after 7:45 will be considered late. The lunchroom door and breakfast line will remain open from 7:15 AM until 7:55 AM. If your child arrives after 7:50 AM, they will not have an opportunity to eat breakfast and they will need to enter through the front door. From here they will get a tardy slip and then they will be admitted to class. If your child arrives before 7:45 AM and he/she is late to class due to the breakfast procedures, they will **not** be marked tardy.

Remember, if a parent is ever in the building between 7:15 AM and 2:30 PM, throughout the day our staff has to teach and monitor the students as well as prepare for instruction. This is not an appropriate time to have a conference with a teacher. If you would like to talk with your child's teacher, please schedule an appointment.

## ARRIVAL MAP



Please do not drop your child off in the location we used last year. There will be no supervision, this will be a one-way traffic pattern and it will slowdown and block others moving in the new traffic pattern. If you are in a rush, please plan to leave 5 minutes earlier or drop your child off in the front of the building.