



SUNSET ELEMENTARY SCHOOL ARRIVAL AND DISMISSAL PLAN - PARENTS 2023 - 2024



The arrival and dismissal plan has been designed to ensure the safe and secure arrival and dismissal of all students.

Specific instructions for arrival on the first day of school can be found below.

Please expect traffic delays the first few days of school. Early arrival is highly recommended. Please be patient as traffic patterns do improve within a few days.

GENERAL ARRIVAL PROCEDURES:

There are three morning arrival locations: Schoolhouse Road Vehicle Lane, Sunset Vehicle Lane, and Main Gate. Morning arrival begins at 7:45 AM. School personnel will be present to supervise students.

- Schoolhouse Road Vehicle Arrival: First Grade, and Buses – Please note there is **no pedestrian arrival through Schoolhouse Road.**
- Sunset Vehicle Lane Arrival: PreK, Kindergarten, Grades 2 – 5. Please note there is **no pedestrian arrival through the Sunset Vehicle Lane.**
- **Pedestrian arrival is exclusively through the Main Gate.** Pre-K - Grade 5 students will enter through Gate 4 (Main Gate) and proceed directly to their grade level designated areas.
- All grade levels have a “morning station” area near their classrooms where they will be supervised until their teachers walk them to the classrooms. Pre-K and Kindergarten students report directly to the cafeteria.
- Parents with children assigned to more than one area should use the arrival area for the younger student.
- Breakfast is served in the cafeteria and is free of charge to all M-DCPS students.
- Before-care is available from 7:00 – 7:45 AM for students registered for before-care.
- All vehicles must display a dashboard sign with the student’s and teacher’s names clearly written in dark, large font. A template will be emailed to parents.
- Parents may not exit vehicles. Staff will be present to assist.
- At 8:30 AM all gates will close as all students must be seated in the rooms by 8:35 AM. Any students arriving to school after that time should go through the Main Gate. Students arriving after 8:35 AM are considered Tardy and will need to receive a Tardy pass before reporting to class.

ARRIVAL FIRST DAY OF SCHOOL:

- School personnel will be available throughout the campus as of 7:30 AM to ensure the safe and orderly arrival of our students and assist them with finding their classes.
- For the safety and security of all students, parents will not be able to enter the campus.
- The three arrival gate areas will open at 7:30 AM the first day of school.
- Classroom doors for Grades 2-5 will open at 7:45 AM.
- Pre-K students will be escorted to the Kindergarten canopy area where Ms. Chica and Ms. Telaroja will be waiting for them.
- Kindergarten students will be escorted to the cafeteria where their teachers will be waiting for them.
- Grade 1 teachers will be present at the Flagpole area to welcome their students.
- Teachers will be present at all arrival areas to escort students to their teachers. To match students with their teachers, the teachers will carry signs with their names on them. Students must wear a name tag with their name and teacher’s name on it. All vehicles must display a dashboard sign with the student’s and teacher’s names. Templates for the name tags and the dashboard signs will be emailed to the parents prior to the first day of school. We kindly ask all parents to print and complete these with their children to facilitate the process for the first few days of school.

- Parents may not exit the car at the vehicle lanes. Please say your goodbyes in the car. Staff will be present to assist with helping students out of the cars.

DISMISSAL:

- Students will be escorted to the dismissal areas by their teachers and school personnel will be present to supervise students.
- There are three dismissal areas: Schoolhouse Road Vehicle Lane, Sunset Vehicle Lane, and Pedestrian Dismissal at Gate 7.
- Schoolhouse Road Dismissal:
 - Grade 1 at 3:05 PM (Wed. 2:05 PM)
 - Grade 2 at 4:05 PM (Wed. 3:05 PM)
 - Bus students at 2:05 PM, 3:05 PM, 4:05 PM
- Sunset Vehicle Lane:
 - Pre-K at 2:05 PM (Wednesdays only)
 - Kindergarten at 3:05 PM (Wed. 2:05 PM)
 - Grades 3 - 5 IE students 3:05 PM (Wed. 2:05 PM)
 - Grades 3 - 5 Magnet students at 4:05 PM (Wed. 3:05 PM)
- Pedestrian Dismissal Gate (7):
 - Pre-K at 2:05
 - Kindergarten and Grade 1 at 3:05 PM (Wed. 2:05 PM)
 - Grades 2 - 5 at 4:05 PM (Wed. 3:05 PM)
 - Parents must clearly display their child's name on the Pedestrian pick-up sign.
- Parents with children assigned to more than one area at the same time, should use the dismissal area for the younger student.
- There is no dismissal through the Main Gate. The Main Gate is exclusively for after-care and intermediate students who walk or ride the bike home.
- Vehicles must clearly display the dashboard sign. Parents may not exit the vehicles.
- Students not picked up by 2:25 PM, 3:25 PM, or 4:25 PM will be taken to the After School Care Office. Parents picking up after this time will have to sign a Late Pick-up Log.

RAINY DAY DISMISSAL:

All rainy day dismissals will take place in the same areas as non-rainy days. Students will be held under cover until parents arrive.

For parents picking up at the Pedestrian Dismissal Gate (Gate 7), parents will enter through Gate 6 and pick up students at the entrance to the hallway by the Kindergarten building. Please bring umbrellas on rainy days.

Our priority is student safety and security; therefore, all older siblings or carpool students who are not in story hour, after school care or enrichment classes, which require individual student sign out, will be dismissed through the pedestrian gate on Sunset drive. Their name is called at gate 6 and they exit out of gate 7.