



## SUNSET ELEMENTARY SCHOOL ARRIVAL AND DISMISSAL PLAN - PARENTS 2025 - 2026



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 in the morning 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, Main Gate (gate 4), and Sunset Vehicle Lane. Morning arrival begins at 7:45 AM. School personnel will be present to supervise students.

- **Schoolhouse Road Vehicle Arrival: BUSES ONLY** – Please note there is **no pedestrian or car drop-off arrival through Schoolhouse Road.**
- Sunset Vehicle Lane Arrival: PreK, Kindergarten, Grades 1 – 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.
- Breakfast is served in the cafeteria from 7:45 – 8:20 am, 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 8:32 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 for drop-off.
- 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 cafeteria area where Ms. Chica and Ms. Gilson will be waiting for them.
- Kindergarten students will be escorted to the cafeteria where their homeroom 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 designated area. To match students with their teachers, the teachers will carry signs with their names on them. **All PreK to Grade 1 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:**
  - **ALL** Bus students at 2:05 PM, 3:05 PM, 4:05 PM. **Bus riders ONLY**
- **Sunset Vehicle Lane:**
  - Pre-K at 2:05 PM (Wednesdays only)
  - Kindergarten and 1<sup>st</sup> grade at 3:05 PM (Wed. 2:05 PM)
  - Grades 2 - 5 IE students 3:05 PM (Wed. 2:05 PM)
  - Grades 2 - 5 Magnet students at 4:05 PM (Wed. 3:05 PM)
- **Pedestrian/Scooter 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.
- **Students with siblings enrolled in Story Hour, After School Care (ASC), and/or Enrichment classes will be dismissed at Pedestrian Gate 7 or Sunset Vehicle Lane, not at the Main Gate.**
- Any student enrolled in Story Hour, ASC, and/or Enrichment classes **must be signed out** at Main Gate. **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 or Sunset Vehicle Lane.**
- The Main Gate is exclusively for after-care and intermediate students who walk or ride the bike home once approval has been granted. Walk/ Bike Ride home approvals will start September 2<sup>nd</sup>.
- 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:**

Rainy day pedestrian dismissals will take place in the cafeteria for grades KG – 5. Parents will enter through Gate 7 and be directed to the cafeteria to pick up their child(ren). Students will be held under cover until parents arrive.

Grade Level	Vehicle	Pedestrian
Pre-K	Pre-K Classroom	Pre-K Classroom
Kindergarten	Covered hallway facing Sunset vehicle area	Cafeteria
Grade 1	Covered hallway facing Sunset vehicle area	Cafeteria
Grade 2	Covered hallway facing Sunset vehicle area	Cafeteria
Grade 3	Covered hallway facing Sunset vehicle area	Cafeteria
Grade 4	Covered hallway facing Sunset vehicle area	Cafeteria
Grade 5	Covered hallway facing Sunset vehicle area	Cafeteria

**TO ENSURE YOUR CHILD'S SAFETY DURING DISMISSAL:**

- **ALL SCOOTER DISMISSAL** will be from pedestrian Gate 6/7 along Sunset Drive sidewalk.
- You must notify, **24 hours in advance**, all parties involved including homeroom teacher, dismissal teacher, and afterschool care office, if applicable, of **any changes in location** for your child's dismissal.
- School Zones are **Hands Free Zones**. **For your child's safety**, do not use your cell phone or tablet when you are in your vehicle during arrival and dismissal.
- **VEHICLE LANE:** Please **do not** arrive before 3:30 pm for the 4:05 pm dismissal. Any vehicles who arrive prior to 3:30 pm for the 4:05 pm dismissal, will be required to exit the vehicle lane. Arrival before 3:30 pm for the 4:05 pm dismissal seriously impacts the safe and timely pick-up for the 3:05 pm and 4:05 pm dismissal.