



# LOTWA

## Drop Off & Dismissal

### **ARRIVING TO SCHOOL**

The school day starts promptly at 8:30 a.m. each day. To facilitate a safe and efficient arrival, please take advantage of the carpool process (map attached).

LOTWA staff will begin releasing students from their vehicles starting at 8:15 a.m. Students go directly to their lockers to store their belongings and then into their classroom to start their day.

Families who arrive at 8:40 a.m. or after are required to come to the office to receive a late slip.

We respectfully ask that parents refrain from using the drop off time to conference with teachers.

Parking and walking in with your student may be needed on occasion but our students are encouraged to independently find their way to class. (Staff members are in the hallway to assist)

### **DISMISSAL**

The school day ends at 3:15 p.m. each day. Parents are asked to use the carpool process to pick up their students (map attached).

New this year – students will be dismissed from their classrooms. Staff members will be in the carpool area starting at 3:10 p.m. and call for students via walkie-talkies. 5<sup>th</sup>-8<sup>th</sup> grade students will exit using the middle school doors, K-4<sup>th</sup> students will exit using the carpool doors.

Please use the attached Carpool Tag and display prominently in your side window using a dark marker to fill in your last name and teacher name(s).

We respectfully ask that parents refrain from using this time to conference with teachers.

Parking and walking in for pick up may be needed on occasion. At these times parents should wait outside the office and a staff member will call for the student via walki-talkie.

We understand the need to be flexible and will work with parents who have any concerns. Our goal is to provide a safe, nurturing environment.