

LMDS Arrival/Dismissal Procedures

(updated 7/17/23)

Important notes about arrival and dismissal for students not riding the bus

- Parents who are dropping off their child/children must park in one of the two parking lots next to the building or on the street. Please do NOT double park or block cars into parking spaces. **The long driveway in front of the school is designated for buses only. Also, the top parking lot will be closed during arrival and dismissal for the safety of our students.**
- Each pod in the school is assigned a color and each classroom is assigned a shape with a specific color. Parents/guardians will receive their specific color and shape during orientation.
 - **Arrival:** When you arrive at the assigned door for your child's classroom, you will find a shape on the ground with a specific color that each classroom was assigned. We ask that you line up with your child at your assigned lane.
 - **Dismissal:** Families should return to the door that they dropped their child off at during arrival. At dismissal, the teachers will release the children one at a time starting with the first parent/guardian at the front of the line; please do not call/wave for your child to come out. Please be prepared to present ID to the teacher; additionally, children will only be released to whomever the parent/guardian has permission to pick up a child as designated on the dismissal form.
- Students cannot be dropped off and left unattended before 9:30. Please stay with your child until the teacher meets you at the designated door.
- In case of inclement weather, students will be escorted into the building by staff at their assigned door starting at 9:23 AM.
- Parents/guardians may only enter LMDS via the Main Entrance doors.
- If you are picking up your child at the end of the day instead of him/her taking the bus, please send in a note to your child's classroom teacher. Because of the age of our students we are asking that you notify the main office by 2:00 PM with any changes to dismissal for your child.
- **After 9:35 AM, ONLY the main entrance doors will be accessible to enter the building and parents must sign their child in with the office staff. A staff member will escort your child to class.**
- Please obey local ordinances such as, no pets on school grounds, and no smoking of any kind (which includes e-cigarettes and Vapes); additionally, the use of inappropriate language, spoken or via loud music is not permitted and may lead to such person(s) being prohibited from being on school grounds at any time.
 - *Respectfully we ask that all parents/guardians be understanding of the procedures and patient as everyone gets acclimated with this process; additionally, please follow the direction of the Security Guard, Staff and Administration on duty facilitating arrival and dismissal.*