

**Forest Avenue Elementary School**  
**Arrival and Dismissal**  
**Procedures for 2023 – 2024**

Forest Avenue Elementary School is committed to ensuring a safe arrival and dismissal for each student. We encourage parents and/or guardians to be familiar with the following guidelines.

**General Guidelines:**

- Morning arrival is from 8:20 – 8:35 a.m.
- Dismissal is at 2:55 a.m.
- Drivers and walkers must follow posted traffic and parking signs, school staff, and police direction at all times. Please see the attached map.
- Students must walk on sidewalks and cross only at crosswalks.
- Drive slowly.
- Refrain from cell phone use during pick-up and drop-off.
- Park in designated areas only. The parking lot located at the Forest Avenue side entrance is closed for drop-off and pick-up.
- No idling.

**Walkers/Bikers:**

- Walkers will enter and exit the building through the side entrance closest to the cafeteria of Forest Avenue.
- Bicycle riders must wear helmets when riding to and from school.
- Bicycle riders should utilize the bicycle rack outside of school.
- Bicycle riders must walk their bike once they have crossed the crosswalks.

**Bus Arrival:**

- Buses will line up in front of the school entering from Forest Avenue and exiting on Woodrow Street.
- Students being dropped off by bus will enter the school through the front of the building.

**Bus Dismissal:**

- Buses will line up in front of the school entering from Forest Avenue.
- Students will exit through the front of the building and board the buses out front.
- Once loaded, buses will exit the parking lot to Woodrow Street.

**Drivers Arrival: Individual Cars and Carpools:**

- Drivers will enter from Woodrow Street only and drive through the Woodrow Parking lot towards the back of the school.
- Drivers will follow along the back of the school and take a right at the far end of the building.
- Starting at 8:20 AM, students will exit cars from the right side only at the far end of the building. Please do not open left side doors.
- Once children have safely exited the car, parent drivers should take a left towards Forest Avenue to exit the school driveway.
- Please stay in your vehicle. Staff members will be available to assist with children getting in and out of the car.

**Drivers Dismissal: Individual Cars and Carpools:**

- Drivers will each receive a placard with their last name and number. Place the placard on the passenger side of the dashboard so that it is visible for the on duty teacher.
- Drivers will enter from Woodrow Street only and drive through the Woodrow Parking lot towards the back of the school.
- Drivers will follow along the back of the school and take a right at the far end of the building. A staff member will be greeting you to take your name and prepare students for lining up.
- Using the number from the placard on the passenger side dashboard, students will be called outside and enter cars on the right side.
- Once students are safely loaded into cars, drivers may take a left towards Forest Avenue and exit the parking lot at Forest Avenue.

**Arrival By Car: (Parent Escort)**

Parents who wish to escort their student to the front door of the building should park their vehicle in the marked spaces in the Woodrow Street Lot then walk their student to the main door at the center of the building. Parents must stay at the main office and are not allowed to escort students to their individual classrooms.