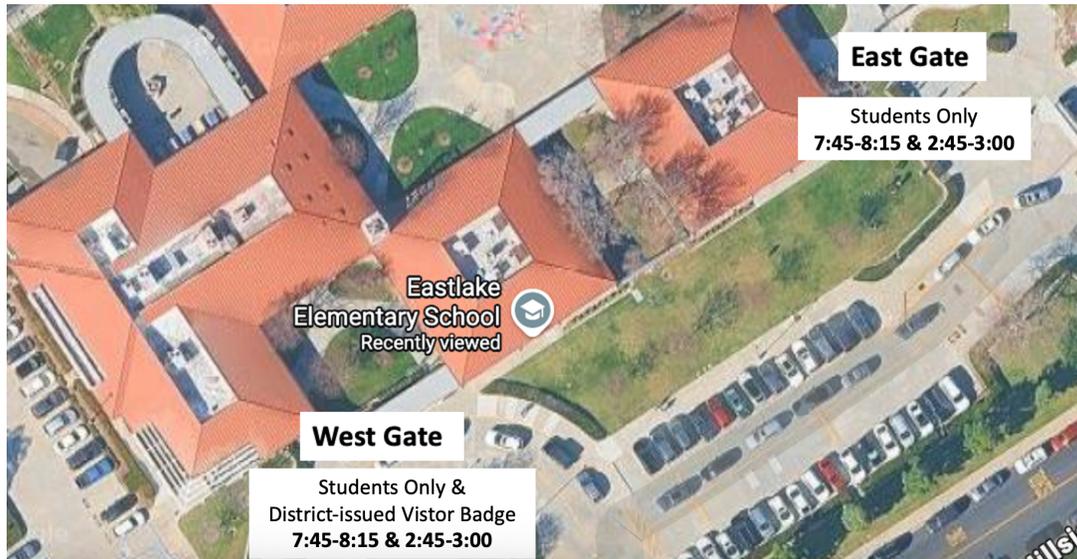


**Please do not post on social media for student safety*

EastLake Elementary Arrival & Dismissal Procedures

To help keep all students safe and ensure smooth transitions, please review the arrival and dismissal procedures for each grade level.



All other gates will be locked

Parents/volunteers can only come in through West Gate after signing-in in office

Transitional Kindergarten (TK)

Morning Arrival East Gate: (7:45-8:00)

- Staff can support students going into library to put down backpacks.
- Students can:
 - Color/read a book in library – Staff Supervision
 - Eat breakfast at designated tables – Staff Supervision
 - Go to run club -Staff Supervision
- 8:00 -TK IA will walk to students to class at 8:00.

Morning Arrival West Gate: (8:00)

- Parents can drop off students at West gate and walk to class.

Dismissal East Gate: No change

2:15 PM - Mon–Thu - Hand to hand

12:45 PM -Fri - Hand to hand

Kindergarten

Morning Arrival East Gate: (7:45-8:10)

- Staff can support students going into library to put down backpacks.
- Students can:
 - Color/read a book in library – Staff Supervision
 - Eat breakfast at designated tables – Staff Supervision
 - Go to run club -Staff Supervision
- 8:10-8:15 -Staff will walk to students to class and wait for Teacher to open doors at 8:15.

Morning Arrival West Gate: (8:10-8:15)

- Parents can drop off students at West gate and walk to class.

Dismissal East Gate: No change

2:30 PM - Mon–Thu - Hand to hand

**Please do not post on social media for student safety*

1:00 PM -Fri - Hand to hand

1st Grade

Morning Arrival East or West Gate (7:45-8:10)

- 7:45–8:15 AM: Breakfast, walk track, or blacktop lineup.
- 8:15 AM: **Teachers pick up on blacktop.**

Dismissal East Gate

- 2:45 PM: Students walked to East Gate and released staff will wait with students.
- Students picked up by siblings or in LEAD after school club will go to lunch tables

2nd Grade

Morning Arrival East or West Gate (7:45-8:10):

- 7:45-8:15 AM: Students can be dropped-off from for breakfast, walking track, or to lineup on blacktop.
- 8:15 AM: **Teachers pick up on blacktop.**

Dismissal East Gate:

- 2:45 PM: Students will be walked to East Gate and released

3rd–6th Grade

Morning Arrival East or West Gate (7:45-8:10):

- 7:45-8:10 AM: Students can be dropped-off from for breakfast, walking track, or to lineup on blacktop.
- 8:12 AM: Students will be sent to class

Dismissal East or West Gate:

- 2:45 PM: Students are released from classroom door.

Additional Information

- Students arriving after the 8:15 bell must be dropped off in the front office.
- All student not picked up on time will be supervised in the office.
- Parents may check in at office to accompany their child if needed.
- Students with service providers may request aide support.
- Rainy Day: Line up outside classrooms; 700 building in auditorium.
- Students are NOT to play on play structure after school

LEAD After School Program (West Gate)

- 2:45 Students will go to lunch tables for Snack.
- 3:00 Teacher picks up from tables.

Dismissal: Students released from West Gate

YMCA & DASH (YMCA Gate)

- When picking up and dropping off parents will need use radio on gate

Assemblies/Events

- Parents will need to pre- register to all events on campus that are bell to bell. (not PTA after school events)
- There will be a QR code generated and this will allow quick access to events.