

# Sunflower Elementary Arrival & Dismissal Procedures

Thank you for your patience and adherence to the procedures outlined below. Your partnership with Sunflower staff to follow this process helps make our arrival and dismissal times safe for everyone!

The access road running East and West next to Sunflower is not a public thru street. This is a dedicated entrance and parking lot for emergency and district personnel only between the hours of 7:30 a.m. and 4:00 p.m. on school days.

## Arrival

If you drive your child to school, you have two options and both require you to use Sunflower's main entrance on Center Street:



Option 1: Park in the designated "Park & Walk" lot and use the crosswalk to safely escort your child to the building.

Option 2: Remain in your vehicle and proceed to the drop off area where staff members will greet you and your child. Sunflower personnel will direct you to pull forward (in the direction of the gymnasium) to ensure we maximize the drop off area.



If your child walks or rides a bicycle to school, he/she must use designated crosswalks while in route and while on school property.

If your child rides a bus to school, he/she is dropped off in the back of our building in the dedicated bus loading/unloading area.



## Dismissal

If you pick your child up from school using a vehicle, you have two options and both require you to enter and exit from Center Street:

Option 1: Park your vehicle in the dedicated "Park & Walk" lot and wait by the main doors.

**Please note the front foyer is reserved for parents/guardians of preschool and kindergarten children.** When leaving the parking lot, use the designated crosswalks to ensure your safety and the safety of others.



Option 2: Remain in your vehicle and your child will be brought to you. **To expedite the process, please display your child's name on the tag provided by the office.** If you need a replacement tag or an additional tag for a different vehicle, please contact us at 856-3700 and we are happy to assist you.



If your child walks or rides a bicycle home, he/she must use designated crosswalks while in route and on school property.

If your child rides a bus home, he/she is supervised by school personnel until boarding the bus. We check our bus roster daily and appreciate any end-of-day transportation changes being reported to the school office.

