

Builta Arrival and Dismissal Procedures

The safety of your children/our students is our first concern. The system now in place establishes a pattern for children to arrive and depart safely from Builta. School rules apply on the way to and from school.

State Law prohibits the use of a cell phone while driving. Use of a cell phone while a parent is in the car line, whether speaking on the phone or texting, is a serious safety concern.

Front Circle Drive

Buses and daycare vans will load and unload in the circle drive at the front of the building. There is no parking inside the front circle drive while buses are present, during the times posted on the sign at the entrance to the circle drive (8:40 -9:05 a.m. and 3:20-3:45 p.m.) or when orange cones are placed against the curb. Please be patient when buses, day care vans and students with special needs are given priority.

The curb painted red is a FIRE ZONE and there is to be no parking there at any time.

Arrival Procedures

Student arrival begins at 8:50 a.m. on Monday, Tuesday, Thursday and Friday. Student arrival begins at 9:00 a.m. on Wednesdays.

Car Riders:

Parents have two options when driving children to school:

1. Parents may choose to park on a street near Builta and either walk their children to school or have their children walk a short distance to school. Both parents and students should only cross the streets where there is a crossing guard: Woodlet, Periwinkle or Jonathan Way. Please drop your student safely away from intersections. ***Do not stop at a stop sign and have your child exit the car there.*** This impedes the flow of traffic and is not safe.
2. Parents may also use the car line located around the staff parking lot at the east end of the building.
3. **For safety reasons, please do not park in the staff parking lot and walk your child across car line traffic.**

Please follow these safety procedures for dropping off your children in the car line:

1. Drivers are to follow directions given by staff members supervising the vehicle drop-off area.
2. Turn into the entrance to the parking lot on the east side of the building and stay to your RIGHT instead of entering the parking area.
3. Do not block crosswalks or striped zones; obey crossing guards.
4. Pull in as far as possible or to where directed in the drop-off lane. We want to get as many cars as possible out of the street.
5. Children are to get out of the vehicle on the passenger side as quickly as possible wherever you are stopped in the drop-off lane once you are beyond the service drive.
6. Children should be able to get out of the vehicle independently. Parents are not to hold up the line by exiting their vehicle to assist their child.
7. Do not pull around other vehicles to exit. Stay in order and keep children safe.
8. Drop and go! No drivers are to leave their vehicles.

9. Do not unload anywhere but the appropriate place in the drop-off lane.
10. Follow all seat belt and booster seat laws.
11. Please take a RIGHT TURN ONLY when exiting the car line onto Apple Valley.

Students who are dropped off in the car line will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the vehicle drop-off area.
2. Students are to stay on the sidewalk at all times after exiting their vehicle. They are NOT to exit vehicles in the parking lot and cross the drop-off lane.
3. Students will enter the building using the rear gym door.

Walkers:

Students who walk to school will follow these safety guidelines:

1. Students are to follow the directions given by staff members supervising the front of the building at either Door 1 or Door 12.
2. Students should not arrive at school before 8:50 on Monday, Tuesday, Thursday and Friday, and 9:00 on Wednesdays, when supervision is provided and they are permitted to enter the building.
3. Students living west of Builta on the south side of Apple Valley Road may use either front entrance.
4. Students living east or west of Builta on the north side of Apple Valley Road must cross Apple Valley Road ONLY with the crossing guards at the painted crosswalks at Woodlet or Periwinkle. Establishing this pattern with and without parents will insure the safety of students. They may use either front entrance, #1 or #12.
5. Students living east of Builta and on the south side of Apple Valley Road will use the sidewalk surrounding the parking lot and enter the building through the rear gym door. Students should not cross the entrance to the parking lot.
6. Students living south of Builta either east or west of Jonathan Way will walk on Jonathan Way to Apple Valley and enter from the FRONT of the building.
7. Students should not walk through neighbors' yards to the back or west of the building.
8. No supervision is provided at the back of the building.

Bike Riders:

Students have the opportunity to ride bicycles, scooters, skateboards or may roller blade to school. Once students are on school property the following rules must be followed:

- Bikes and scooters are to be walked and locked in the bike racks at the back of the building during the school day. Students will enter the building at Gym Door 5.
- Skateboards must be carried and locked in the bike racks during the school day.
- Roller blades must be removed and replaced with appropriate footwear.
- Heelys™ may not be worn at school.
- Rolling backpacks must be carried inside the building for safety purposes.
- Students must obey all traffic rules when traveling to and from school.
- Safety helmets are strongly suggested.

NO motorized scooters, motorized bicycles or Hoverboards are allowed on school property.

Bus or Daycare Van Riders:

Buses and daycare vans generally park in the front circle drive, which is restricted from car use during arrival and dismissal times.

Students who ride a bus or day care van will follow these safety guidelines:

1. Students are to follow the directions given by staff members supervising the bus/day care van drop-off area.
2. Students will follow all bus regulations found in the Dist. 204 Parent Handbook.
3. Students will enter the building using the main entrance, Door 1.

Dismissal Procedures

***PLEASE NOTIFY YOUR CHILD'S TEACHER IN WRITING
ANYTIME THAT YOUR NORMAL PICK-UP PLANS CHANGE.***

If you attend a school activity or event during the school day and plan to take your child with you when you leave before 3:35 please note that ALL STUDENTS MUST BE SIGNED OUT IN THE OFFICE BY A PARENT OR GUARDIAN.

Car Riders:

Parents have two options when driving children to school:

1. Parents may choose to park in a designated parking spot on a street near the school and meet their child there or meet their child on foot at school and walk back to the car together. Both parents and students should only cross the streets where there is a crossing guard: Woodlet, Periwinkle or Jonathan Way. Please park safely away from intersections.
2. Parents may also use the car line located around the staff parking lot at the east end of the building.
3. **For safety reasons, please do not park in the staff parking lot and walk your child across car line traffic.**

Please follow these safety guidelines for picking up your children in the car line:

1. Parents use the car line located around the staff parking lot at the east end of the building to pick up their child after school.
2. Drivers are to follow directions given by staff members supervising the vehicle drop-off area.
3. Turn into the entrance to the parking lot on the east side of the building and stay to your RIGHT instead of entering the parking area.
4. Do not block crosswalks; obey crossing guards.
5. Pull in as far as possible or to where directed in the pick-up lane. We want to get as many cars as possible out of the street.

6. You will find on the website a car rider sign that you may fill out and post in your passenger window.
7. Your child, under the supervision of several adults, will be standing on the sidewalk, looking for your vehicle as you pull around and will be directed to meet you where you come to park as you pull forward as far as you can. Please do not stop in the line to call out or try to gain the attention of your child. The supervisors will assist with this. Please only concentrate on pulling forward in a safe manner.
8. Children are to get in vehicles on the passenger side only when directed to do so by staff members supervising the pick-up area.
9. Do not pass any vehicles in the drop-off lane or pull around another vehicle to exit.
10. Do not pick up children anywhere but the appropriate place in the pick-up lane.
11. Follow all seat belt and booster seat laws.
12. No drivers are to leave their vehicles.
13. Please take a RIGHT TURN ONLY when exiting the car line.

Students who are picked up in the car line will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the vehicle pick-up area.
2. Students will gather in the gym under adult supervision, will exit the building using the rear gym door and will wait behind the white safety line and look for their ride. Students will focus on **quietly** looking for their vehicle so that students are loaded in a timely manner and directives can be heard.
3. Students should not play games, play with toys or read books while waiting in the car line.
4. Students are to stay on the sidewalk at all times until directed to get in their vehicle. They are NOT to cross the drive to go to vehicles in the parking lot.

Walkers:

Students who walk home will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the front of the building.
2. Students living west of Builta will use the front exit on the west side. (Door 12)
3. Students living east of Builta and on the north side of Apple Valley Road will use the front exit on the east side. (Door 2)
4. Students living east of Builta and on the south side of Apple Valley Road will exit the building through the rear gym door.
5. Students must cross Apple Valley Road ONLY at the painted cross walks at Woodlet or Periwinkle. Establishing this pattern with and without parents will insure the safety of students.
6. Students should be considerate of our residential neighbors and not cut through their lawns.

Bike Riders:

Students who have ridden a bicycle to school will exit through the Gym Door 5 to get their bike from the rack. Students should walk the bicycle while on school property and until they are clear of pedestrians.

Bus or Daycare Van Riders:

Students who ride the bus or day care van will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the bus/day care van pick-up area.
2. Students will follow all bus regulations found in the District handbook.
3. Students will line up in the hallway near Door 2 and will be escorted by a Safety Patrol member and adult supervisor to the proper vehicle.
4. Students will stand in line in an orderly manner while waiting to board the bus or van.