



**Procedures**

Arrival	Dismissal - Car	Dismissal - Walkers/ Bicycle Riders
<p>Morning care and breakfast starts at 7:30 Student drop off starts at 7:45.</p> <p>Cell phones are <b>PROHIBITED</b> during arrival. This is a law in addition to being unsafe for our children.</p> <ul style="list-style-type: none"> <li>❖ <b>Please form 2 lines</b>— Left lane will exit towards Hillsboro &amp; the right lane will exit toward Estes or go straight to Wallace once children are unloaded. You may not change lanes once lined up.</li> <li>❖ <b>Keep moving car forward</b> until you are within the grassy half-circle in front of the entrance. Pull your car as far forward as you can. However, do leave a space to leave the handicapped ramp accessible.</li> <li>❖ <b>Children may exit the car once 1 long whistle blast is heard.</b> Teachers and assistants will be in the front lot area to assist all of our students into the building.</li> <li>❖ <b>Follow the whistle commands</b> for unloading <ul style="list-style-type: none"> <li>➢ 1 long whistle- It is safe for student(s) to unload</li> <li>➢ 3 short whistles - <b>DO NOT</b> unload, Cars will be moving!</li> </ul> </li> <li>❖ Please keep the handicapped access ramp on the right hand side clear at all times.</li> <li>❖ Students will enter the school by themselves.</li> <li>❖ <b>No parking on the grass. DO NOT LEAVE YOUR CAR ABANDONED, FOR ANY AMOUNT OF TIME!</b> This blocks an entire lane of parents attempting to drop off their children.</li> <li>❖ Do not drop off or park in the bus drop off/pick up area (located on Wallace near Hobbs). <b>This area is reserved for buses only.</b></li> <li>❖ We need to be good neighbors to our adjacent side streets. Do not park there when visiting Julia Green. Be especially aware of the portion of Wallace Road that is adjacent to Julia Green as the road narrows. Julia Green cars parked on this street create a traffic hazard.</li> </ul>	<p>Cell phones are <b>PROHIBITED</b> during dismissal. This is a law in addition to being unsafe for our children.</p> <p><b>NO PETS</b> should ever be brought on the porch during dismissal.</p> <ul style="list-style-type: none"> <li>❖ <b>Form 2 lines.</b> Left lane will exit towards Hillsboro &amp; right lane will exit toward Estes or straight to Wallace. You may not change lanes once lined up.</li> <li>❖ <b>Keep moving car forward</b> until you are within the grassy half-circle in front of the entrance. Pull your car as far forward as you can. However, do leave a space to leave the handicapped ramp accessible.</li> <li>❖ When you are within the half-circle, turn your car off and stay in your vehicle. This is not an appropriate time for conversations with your child's teacher or other school personnel.</li> <li>❖ <b>Teachers on duty will check each car</b> to make sure that the child is in the car and ready to depart. Please give the teacher a <b>thumbs-up</b> when prompted.</li> <li>❖ <b>Once all cars are loaded, you will hear 3 whistle blasts.</b> At this time cars will be allowed to proceed out. Left lane turns left, right lane proceeds straight to wallace or turns right on Hobbs.</li> </ul> <p>These steps will be repeated until all the car riders have been picked up. If you arrive later, you will have to ring the office bell to sign out your student(s).</p> <p style="text-align: center;"><b>Forgotten Items/Celebrations</b></p> <p style="text-align: center;"><u>Due to Covid:</u></p> <ul style="list-style-type: none"> <li>❖ If your student forgets an item, that student will be pulled from class to retrieve the item left for them.</li> <li>❖ This school year we're unable to have "treats" and/or outside items for Holiday/Birthday parties.</li> </ul> <p><b>MNPS states we MUST follow a NO contact policy</b></p>	<p>Walkers and bicycle riders will be dismissed with the 1st set of cars. All walkers should truly be walkers. Please do not park on side streets and ask your child to "walk" to your car.</p> <p>Due to COVID parents should social distance and wear a mask.</p> <p style="text-align: center;"><b>Bus</b></p> <p>Riding a MNPS school bus is a privilege and not a right.</p> <p>Safety for all is the primary concern. Any incidents or concerns should be reported to the principal. Julia Green abides by all MNPS bus rules. Please refer to the handbook for details.</p> <ul style="list-style-type: none"> <li>❖ Due to COVID students must wear masks and sit with sibling.</li> <li>❖ For contact tracing purposes, only assigned students can ride their bus route.</li> </ul> <p style="text-align: center;"><b>Early Dismissal/ Changes in Dismissal</b></p> <p>Due to COVID, <b>NO students will be allowed to sign out early after 2:00pm.</b> A parent or an adult with written permission from the parent must sign out student.</p> <p>Please be sure your child understands his/her transportation home. If there is a change in the plan, please send a note to the teacher. If your child is going home with a friend or having a friend over, <b>both children must have notes signed by a parent or guardian.</b></p>