

THOMAS JEFFERSON ELEMENTARY SCHOOL

SAFE ARRIVAL & DISMISSAL PROCEDURES

2019-2020

In order to ensure the safety of all students, everyone is asked to follow the procedures below for the drop-off and pick-up of students at arrival and dismissal times each day. Separate gates are utilized for students who walk or are driven to school.

Grades	Instruction Begins	Campus Entrance	Instruction Ends	Campus Exit
TK	8:15 (9:15 Wed.)	Playground	1:15	Ruberta/TK Yard
Kinder	8:15 (9:15 Wed.)	Playground	1:25	Fifth Street Entrance
Grades 1-3	8:15 (9:15 Wed.)	Playground	2:21	Playground
Grades 4-6	8:15 (9:15 Wed.)	Playground	2:41	Playground
Pedestrian ONLY - Walking Gate		Motorist ONLY - Driving Gate		
Located on Justin Avenue		Located on Ruberta Avenue, near Glenoaks		
Gate is open 7:30-8:15 for ARRIVAL Gate is open 8:30-9:15 on Wednesdays Gate locks at 8:15 (or W. 9:15)		Gate is open 7:30-8:15 for ARRIVAL (8:30-9:15 on Wednesdays) MUST stay in the CONE ZONE until Glenoaks Unloading ONLY – NO parking Gate locks at 8:15 (or W. 9:15)		
Parents MUST WALK up to the gate. <u>Children may not be dropped off from a moving car,</u> and especially in the red zone. Do not cross in the middle of the block, and never call your child from across the street to cross mid-block. All crossings must be made at designated crosswalks. The school staff will never permit a child to cross in the middle of the street.		Parents MUST DRIVE up to the gate. Place backpacks next to your child inside the car PRIOR TO arriving at gate. For safety reasons, children may not retrieve items from the trunk in the drive-thru lane. Drivers must remain in the car at all times. Staff will open the car door to help child exit the car.		
NO motorist/driving pick up or drop off		NO pedestrian/walking pick up or drop off		
After 8:15 (or W. 9:15) arrival through the main office ONLY		After 8:15 (or W. 9:15) arrival through the main office ONLY		
Open 2:21-3:00 for DISMISSAL Do not block the front of the gate to allow children to exit. Students stay INSIDE until picked up. GATE locks at 3:00		Open 2:21-3:00 for DISMISSAL MUST stay in the CONE ZONE until Glenoaks Loading ONLY – NO parking Display on windshield student's first name & teacher Students stay INSIDE until picked up. GATE locks at 3:00		
NO PARENT or UNAUTHORIZED ENTRY		NO PARENT or UNAUTHORIZED ENTRY		
After 3:00 dismissal through the main office ONLY (includes all late pick-ups)		After 3:00 dismissal through the main office ONLY (includes all late pick-ups)		

- It is very important that you plan the night before and let your child know if you will pick him/her up walking or driving. Children will be directed to the appropriate gate at dismissal. If your child forgets, he/she will go to the Motorist (driving) gate.
- Be aware of all posted street signs and observe restrictions for parking around school. **Cars parked illegally will get a citation from the Glendale Police Department.**
- Remember that it takes time for classes to arrive to the gate after dismissal. **Please be patient and continue to circulate the block until your child arrives.**
- The School Bus Zone is on Fifth Street at the main entrance of the school. Do not drop off students or block this area. It is illegal, unsafe and causes unnecessary backup.
- Do not block or park in the library, church, or other private parking lots or driveways.
- Do not use the library, church, or other private driveway to make a U-turn during the drop-off and pick-up times. These streets are narrow and congested during arrival and dismissal.
- We encourage car-pooling, and walking to and from school.
- Do NOT drop off or leave children on Glenoaks Blvd.