



KOLB ELEMENTARY

SCHOOL ARRIVAL & DISMISSAL PROCEDURES

DAILY SCHEDULE

- 8:41a.m.: Student Arrival (Parent Drop-Off: West Entrance Only).
- 8:41a.m.: School Bus Arrival (East Entrance Only).
- 8:51a.m.: Instruction Begins.
- 3:40p.m.: Student Dismissal (Parent Pick-Up: West Exit Only / School Busses & Walking Students: East Exit Only).

STUDENT ARRIVAL & PARENT DROP-OFF

- The City of Bay City does not permit curb side parking along the “school side” or “South side” of Crump St. between Warner and S. Erie St. on school days from 8:00a.m. to 4:00p.m.
- Parents dropping students off in the a.m. need to pull into the school parking lot to the drop-off zone. Please do not park and exit your car in the drop-off area. This is an express lane drop-off only. Use our parking lot parking spaces for school related business.
- Parking in our parking lot will be limited to parents, guests parking their cars to conduct school related business only. Parents are encouraged to use the BCPS Transportation services (if available).
- All students dropped off by a parent, *express drop-off zone*, will enter through the West (parking lot) entrance to the school. Students will not be supervised by staff until 8:41a.m. and should, therefore, not be dropped off prior to 8:41a.m.
- Parents need to communicate with the school office if their child will be arriving late to school.
- Any student dropped off by a parent after 8:51a.m. will need to enter through the secure main entrance. A student arriving after 8:51a.m. (and less than 30 minutes afterward) will be marked (T)ardy-(L)ate (A)rrival or (more than 30 minutes afterward) (A)bsent or (E)xcused-(P)arent (C)onfirmed unless there are other approved circumstances.
- Parents will not be permitted to enter the school facility using the East or West entrances during student arrival. If there is a need to meet with a staff member, please enter through the main office area.

STUDENT DISMISSAL & PARENT PICK-UP

- The City of Bay City no longer permits curb side parking along the “school side” or “South side” of Crump St. between Warner and S. Erie St. on school days from 8:00a.m. to 4:00p.m.
- Due to the limited parking space within our parking lot, parents are encouraged to use BCPS Transportation services (if available).
- Walking students will remain with their class using the dismissal route to school busses (East exit). Classroom teachers will dismiss walking (home) students once outside the building (East exit).
- Parents need to communicate with the school office or their child’s classroom teacher if their child will be picked up from school before 3:15p.m. No adjustments to dismissal arrangements or early student pick-up will be granted after 3:20p.m. as dismissal procedures will be in motion.
- Any student picked up by a parent prior to 3:40p.m. will require a parent to check their child out through the main office. A student dismissed prior to 3:40p.m. (or less than 30 minutes prior) will be marked (T)ardy-(L)eft (E)arly or (more than 30 minutes prior) (A)bsent or (E)xcused-(P)arent (C)onfirmed unless there are other approved circumstances.
- Parents picking up their child(ren) after school dismisses will meet them at the student pick-up zone at the West exit. With student safety in mind, students will not be released by staff to meet parents in their car, the parking lot area or along streets where parking is permitted. Parents are expected to meet their child(ren) at the designated student pick-up area.
- Parents will not be permitted to enter the school facility using the East or West entrances during student dismissal. If there is a need to meet with a staff member, please enter through the main office area.