



Roslyn Road

Pick-Up & Drop-Off Procedures

Parents:

As school is getting under way, I would like to review the pick-up and drop-off procedures at Roslyn Road School. In addition, remember that students are outside for morning line-up and recess unless the wind chill is 0 degrees or lower which means it “feel like” 0 degrees or lower with the wind factor. In recent winters, we have also found it necessary to be inside for line-up and recess due to icy conditions on the grounds. There will be a solid red flag displayed at the front doors on the days that students should come inside the building instead of lining up on the playground. Students are welcome on the playground – or inside when weather demands – but not before 8:45 AM.

School begins promptly at 9:00 AM across Barrington 220. We define the beginning of school as students in their classroom, with their teacher beginning instruction. We line-up for school with enough time for students to enter the building, place personal belongings in their cubbies and enter their classroom prepared for a day of learning. We recognize that traffic, construction, and winter weather can cause havoc on travel schedules and safety is always the top priority, however, please plan with the idea in mind that we begin instruction at 9:00 AM.

Safety is everyone’s responsibility at Roslyn Road. There is a logical order to morning drop off and afternoon dismissal. Here is the explanation of what occurs and what parents and children are requested to do during these times:

- Drop Off Procedures:
 - Parents may drop off students at the curb. Please keep pulling up to Entrance #14 as appropriate. This is a “kiss & ride” process. If you cannot be quick, please park in the parking lot. Do not drive into any coned area. Never park and leave your car in the drop off area.
 - Children are designated an area to line-up in the morning. The support staff that supervise in the morning are there to assist students and maintain order during what can be a busy transition. Students should leave their bags in the designated area. Again, this procedure is designed to create a safe environment. Supervisors will assist children when asked, or when they recognize that a child is in need of assistance.
- Dismissal Procedures:
 - Walkers to the South: Exit through Entrance #4 (farthest entrance to the south of the school/the kindergarten entrance).
 - Walkers to the North: Exit through Entrance #12 (doors off of the multipurpose room).
 - Busers: Line-Up and exit from the multipurpose room.
 - All Car Riders Exit through Entrance #14, (closest to the gymnasium).
 - The main entrance is used for entering the building during dismissal time. It is not used as an exit by anyone during this time.
- The supervisors who are out on the playground and are assisting with arrival and dismissal protocol do a terrific and incredibly difficult job in the afternoon. They typically clear the building in less than ten minutes. Please follow their directions.

- In the morning, traffic around the “fire lane” circle must remain flowing. The circle is designated for QUICK drop-offs. If you are parking, please use the parking spaces. **Do not park on the curb.** It is a fire lane and you may be ticketed.
- **NEVER** leave a car running and unattended while at or around a school.
- **Children should only exit curbside in the circle.** If this is not possible, please park.
- The speed limit in the parking lot is 5 m.p.h. **Please SLOW DOWN.** It is difficult to see children over the hood of a vehicle.
- The pick up system works when everyone uses it. Please don't “jump the line.” or ask your children to exit a walker door and then try to pick them up curbside down the line or on Roslyn Road. This creates a safety and security hazard, and actually hinders our pick up procedure which normally takes us about 5-10 minutes. Supervisors work down the line to get kids in the right cars as safely and efficiently as possible.
- **There are no U-Turns.** There are reports of cars U-turning during arrival and departure times which poses a danger to other cars. Please take the extra minute to follow the traffic pattern when exiting the lot to insure the safety of our children.
- **Watch for walkers.** Remember to stop for students and adults needing to cross our drive at Roslyn Road or at other points of the streets outside our school. Pedestrians always have the right-of-way.

Finally, just a reminder about clear and consistent communication with your child’s homeroom regarding changes in dismissal plans. It is imperative that your child’s classroom teacher receives a note in the morning when there is a change in the dismissal plan. These notes go on a clip at the classroom door and are read at dismissal as a final reminder. We recognize that there can be emergency changes to the afternoon schedule. In these situations, please **CALL THE MAIN OFFICE NUMBER, 847-381-4148** as soon as the change is known or at least 20 minutes prior to the end of the day. **DO NOT TRY TO E-MAIL SCHEDULE CHANGES TO THE TEACHER.** We will deliver a note to the classroom at the end of the school day. We do try to limit these instances as it becomes increasingly difficult to get notice to the classroom as the school day comes to an end. The best case scenario is for the note to come in with your child in the home folder in the morning.

Thank you for your assistance in keeping our children safe!

Paul Kirk

Paul Kirk
Principal – Roslyn Road School