

## **Mason Ridge Afternoon Dismissal Plan**

Two numbered signs (for carpool dismissal) will be distributed to each family whether or not your child is a regular car rider. When you need to pick up your child at dismissal, simply hang the sign from your mirror.

During Dismissal Period, from 3:50 -4:15, Mustang Way will be a one way road. This will enable cars turning left onto school grounds from Mason Ridge Road to have a dedicated lane. If you use the parallel parking along Mustang Way during the school day, please ensure you move your car before 3:45 or wait until dismissal carpool is over to move your vehicle.

The gate to the blacktop parking lot will open at 3:50. **Parents should not arrive prior to 3:50 for afternoon dismissal.** Cars will “line up” around the lot in the same way as the morning drop off line. A staff member will take note of the numbers so that once children are dismissed; children will be escorted out in the order the cars are lined up.

It is imperative that drivers pull forward as much as possible and refrain from using their mobile phones during this process. Large gaps between cars delay the carpool line and force cars trying to get into the carpool line to loop around Mason Ridge /Mason Road unnecessarily.

### **FAQs**

Outer 40 gate opens	3:45
Lilly Lane ONE-WAY	3:50
Playground blacktop gate opens	3:50
Dismissal begins	4:00
Dismissal ends	4:10
Two way traffic resumes Lilly Ln. & Parking Lot	4:15

All times are subject to change as needed and will be announced if changed

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### **How should I prepare my child for afternoon dismissal?**

You can best prepare your child by teaching them their number so when it is called, they are ready to exit the gym promptly.

### **What if I need to pick up during school hours?**

These procedures are only for dismissal. If you are picking your child up during school hours, you will need to park & sign your child out of school.

### **My child is normally a bus rider what if I need to pick up at the last minute?**

You will still need to make a change to your child's dismissal by notifying Mrs. Burke or sending a note to school. Once your child is noted as a car rider, you simply arrive between 4:00-4:10 pm with your number card on your dashboard and follow the procedures outlined in this letter.

### **Two signs are not enough for my family...**

If you require more than two signs, email [lburke@parkwayschools.net](mailto:lburke@parkwayschools.net) and request an additional sign, it will be sent home with your child.

### **What if I forget my number?**

We encourage you keep a sign in your vehicle, they are approximately the size of your vehicle's visor. If you need to pick up your child at dismissal and forgot your sign, simply call 314-415-6454. Select the option for making a change to your child's dismissal and leave a message stating your child will be a car rider, state your full name, your child's name, grade, teacher, and family number.

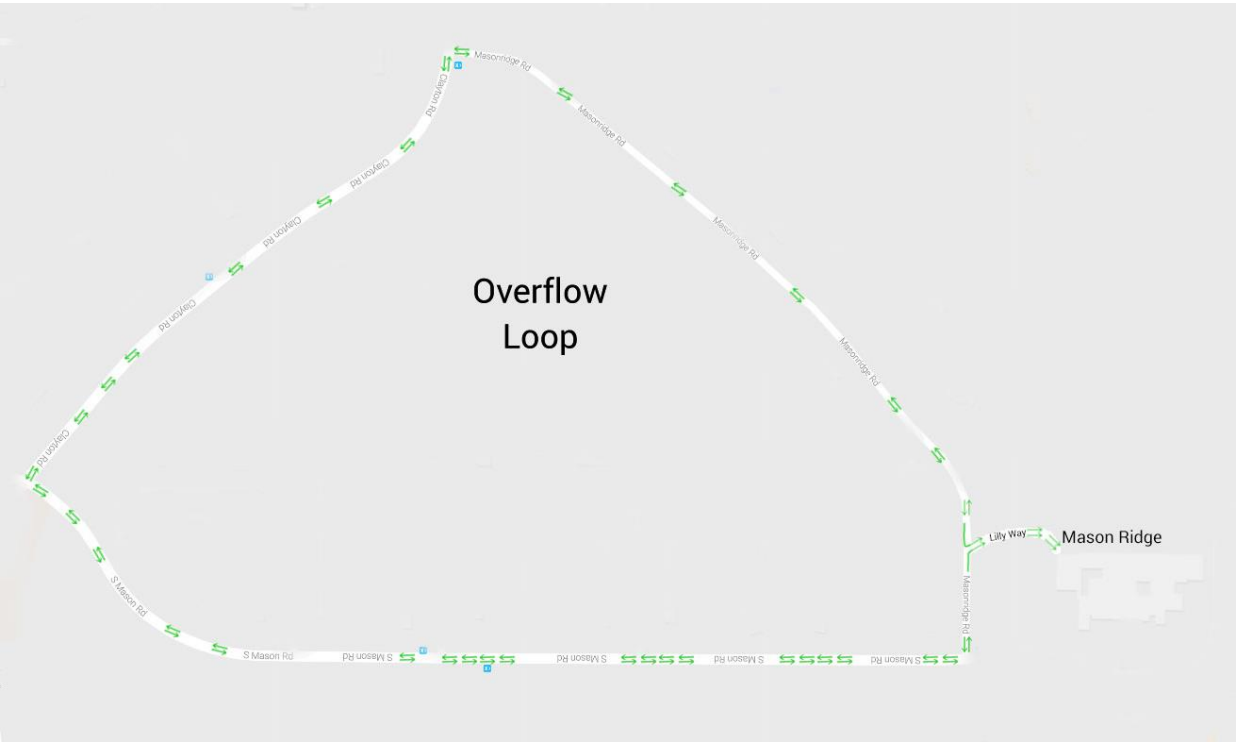
### **What if I need to deliver something to my child for an afterschool activity?**

The carpool lane is strictly for pick up. If you need to bring something to your child for an afterschool activity, you will need to park and go into the school.

### **My child is a walker, where do I meet them?**

If you meet your child as a walker, ensure your child knows they are a walker (and not a car rider). Walkers will line up at door 3.

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Vehicles that cannot fit on school grounds will need to loop around.



Traffic flow for dismissal carpool.