

August 2022

Dear Parents/Guardians,

As we prepare for the 2022-2023 school year, I wanted to inform families of our arrival and dismissal procedures. Please take time to review these procedures and contact the Artman office with any questions.

Also, please find the link below for the ***Everyday Car Rider Dismissal ONLINE form***. If your child will be a car rider everyday, please complete the *Everyday Car Rider Dismissal ONLINE form* PRIOR to **August 19th, 2022**. This information is vital for preparation of our dismissal process. District issued car rider signs have been issued.

We appreciate your support as we continue to refine our procedures to maintain our students' safety.

Sincerely,

Andrew Kemper

Artman Elementary Principal

2022-2023 Artman Elementary Car Rider Arrival Procedures:

1. Please enter the district campus from Highland Road and exit at the light by McDonald's. This will allow for a one-way traffic flow.
2. **All car riders must exit their cars in the designated drop-off zone beginning at 8:20AM. Please do not enter prior to 8:20AM for the curbside drop-off.** *We cannot have a traffic back-up onto Highland Road. Early arrivals will be asked to return at 8:20AM.*
3. The drop-off zone stretches from the entrance of Central Administration to the main entrance of Artman Elementary. Artman staff will be monitoring drop-off and assisting students out of cars, if needed.
4. Should you need to speak with Artman personnel at the time of your child's drop-off, please park in the front lot and proceed to the Artman lobby through the main entrance.
5. **At 8:50AM, the car rider entrance doors will be closed and locked to ensure school safety.** If your child is not in the building at that time, please park in the front lot and escort your child into the office. If the arrival line of cars continues at 8:50AM, we will keep the doors open UNTIL the line of cars has exited.
6. Please proceed with caution as you enter and exit the campus as all K-5 car riders will be dropped off in the same area.

2022-2023 Artman Elementary Car Rider Dismissal Procedures:

1. ALL car riders must bring a note to school indicating the name of the adult picking them up at dismissal. This note must contain the following information:
 - a. First name of child
 - b. Last name of child
 - c. Grade level of child
 - d. Homeroom teacher's name
 - e. Date
 - f. Parent Signature

2. Each day a list of car riders will be created based on the notes sent into school. If you do not send a note, your child will be placed on the bus.
3. You will be mailed a district-issued car rider sign to be displayed in your car window. There are 3 copies of this sign. Please be sure whoever is picking up your child has this sign displayed as it will assist in expediting our dismissal process.
4. Parents will **remain in their cars for student dismissal (same process as the 2021/2022 school year)**.
 - a. Please enter the district campus from Highland Road and pull up along the sidewalk for student pick-up
 - b. Display your district-issued car rider sign in your front car window
 - c. Artman staff will ask you to pull up to the orange cones for student pick-up
 - d. Your child will be escorted out of the building and to your car
 - e. Exit the district campus by McDonalds

5. Please **do not** arrive early (prior to 3:30) as this causes major traffic issues in our parking lot and onto Highland Road.
6. Below is the link for the electronic car rider form for the 2022/2023 school year. Please **ONLY** complete this form if you are planning to pick your child up **EVERY DAY** of the school year. If you have multiple children at Artman, a separate form must be completed for each child.
7. If you forget to send a note to school indicating that your child will be picked up, please call Artman at 724-981-8750 ext. 5000 before 12PM.

Dismissal Schedule:

3:30PM - 3:40PM - K-3 Car rider dismissal

3:35PM - K-3 Bus dismissal

