

Calabasas School

2016 – 2017

Start / Dismissal Times & Procedures

Cougar Parents,

As we prepare for the beginning of another exciting year, it is important for you to have all of the necessary information related to dropping your child off in the morning and picking your child up in the afternoon. We would recommend that you allow your child to ride the busses to school, as they are an extremely safe and efficient way to transport your child to and from school. In the event that you choose to drive your child to school, below is information that will allow you to plan accordingly.

Start / Dismissal Schedule:

Grade Level Begin Regular Early

Kindergarten 7:30 2:10 11:45

1st Grade 7:30 2:10 11:45

2nd Grade 7:30 2:10 11:45

3rd Grade 7:30 2:10 11:45

4th & 5th Grade 7:30 2:10 11:45

6th, 7th & 8th Grade 7:30 2:50 12:30

Please understand that our ultimate goal related to the drop off / pick up routine is student safety. Please be patient as school personnel and families adjust to the entire school beginning at the same time in the morning. There is sure to be heavy traffic, and we ask for your patience as we work through the first few weeks of school.

Drop-Off Procedures

Kindergarten – 4th Grade Parent Drop-Off

· All vehicles will enter the school premises from the frontage road. During the drop-off process, parents should not attempt to enter the school property from Camino Maricopa. Please turn left (south) immediately upon entering the Calabasas front gates. Once vehicles have reached the south end of the building, please pull forward and drop your child off according to staff directives. Once your child has been dropped off, and you have been directed to exit, please do so slowly and safely onto Paseo Yucatan.

· **Please follow the directives of school personnel throughout the entire drop-off process.**

5th Grade – 8th Grade Parent Drop-Off

· All vehicles will enter the school premises from the frontage road. During the drop-off process, parents should not attempt to enter the school property from Camino Maricopa. Please turn right (north) immediately upon entering the Calabasas front gates. Once vehicles have reached the north end of the building, please pull forward and drop your child off according to staff directives. Once your child has been dropped off, and you have been directed to exit, please do so slowly and safely onto Camino Maricopa.

· **Please follow the directives of school personnel throughout the entire drop-off process.**

· **For safety purposes, please do not drop off students prior to 7:00 a.m. There is no supervision available prior to that time.**

Pick-Up Procedures

Kindergarten – 2nd Grade Parent Pick-Up

· To ensure the safety of our students, all parents are required to fill out a “Pick-Up Card” in the front office or during our upcoming orientation meeting, with the names of the adults who are allowed to pick the student up.

· All vehicles will enter the school premises from the frontage road. During pick-up, parents should not attempt to enter the school property from Camino Maricopa. Please turn left (south) immediately upon entering the Calabasas front gates. Once vehicles have reached the south end of the building, please pull forward into two lanes and prepare to pick up your child. **For safety purposes, please follow all staff directives.** Once you have picked up your child, and have been directed to depart, please exit, slowly and safely onto Paseo Yucatan.

· During the pick-up process the person picking up the Kinder-2nd grade student must show their identification, and must be listed as one of the individuals allowed to pick up the student. **If the person picking up the student does not have a valid identification card, or is not listed on the “Pick-Up Card”, they will not be allowed to pick up the student. The person will have to go to the office area to discuss the situation with site administration or their designee.**

· Once the person picking up the student has been identified as a person who has the right to pick the student up, site personnel will radio for the student to be escorted by an adult to the waiting vehicle.

· Students waiting to be picked up will remain in room 407 until they are called to be escorted to the waiting vehicle

3rd & 4th Grade Parent Pick-Up

- All vehicles will enter the school premises from the frontage road. During pick-up, parents should not attempt to enter the school property from Camino Maricopa. Please turn left (south) immediately upon entering the Calabasas front gates. Once vehicles have reached the south end of the building, please pull forward into two lanes and prepare to pick up your child. **For safety purposes, please follow all staff directives.** Once you have picked up your child, and have been directed to depart, please exit, slowly and safely onto Paseo Yucatan.
- Once the bell has rung, 3rd & 4th grade students may be allowed to wait for their designated pick-up person on the sidewalk in the pick-up area. We will still follow the same process of lining up the vehicles.
- Once the person picking up the student has identified the student that they are there to pick up, site personnel will call for the child to walk safely to the waiting vehicle.

5th – 8th Grade Parent Pick-Up

- 5th Grade students being picked up by parents will be dismissed through the security gate at the north end of campus.
- All vehicles will enter the school premises from the frontage road. During pick-up, parents should not attempt to enter the school property from Camino Maricopa. Please turn right (north) immediately upon entering the Calabasas front gates. Once vehicles have reached the north end of the building, turn left, pull forward and prepare to pick up your child. **For safety purposes, please follow all staff directives.** Once you have picked up your child, and have been directed to depart, please exit, slowly and safely onto Camino Maricopa.

Sibling Pick-Up

- If you have a child in grades Kinder through 4th, as well as, a 5th grade child, please ask your 5th grade child to walk over to the K-4 elementary pick up area and follow the processes stated above.

Calabasas Parking Lots:

- From 6:45 AM until 3:00 PM the back (west) parking lot will be used for staff parking and bus drop off / pick up only. All other times, visitors will be able to park in the designated parking areas in the back lot.
- From 6:45 AM until 3:00 PM the south parking lot (elementary side) will be used for staff parking only. All other times, visitors will be able to park in the designated parking areas in the south parking lot.
- The front parking lot (east) will be used for parents visiting the SCVUSD Welcome Center & Calabasas School. Staff will also use the front parking lot on a limited basis.