



## Advanced Learning Academy at Euclid Arrival and Dismissal Procedures 2024-2025

Welcome, ALA Euclid Families!

We are excited to see everyone as we begin the 2024-2025 school year. To ensure we meet the required state minutes and minimize adjustments due to inclement weather, there has been a slight change in our start and stop times for this school year.

Also, in an effort to ensure a smooth arrival and dismissal of our campus, the procedures have changed. Please take a moment to review the document below, view the video and we look forward to starting a fantastic year together very soon!

Sincerely,

Jennifer Barber, Advanced Learning Academy at Euclid Principal  
Aggie Cantu, Advanced Learning Academy at Euclid Assistant Principal

## Campus Start and Stop Times

	<u>PreK</u>	<u>Kinder- 3rd Grade</u>
Start Time:	7:55 am	8:00 am
Dismissal Time:	3:15 pm	3:25 pm

## Arrival Procedures

To ensure the safety of all our students and to abide by the city of San Antonio school area signs, the following procedures are in place and enforced for morning drop-off. Our priority is to keep all children safe while ensuring traffic moves efficiently.

### Traffic Pattern

All families will utilize the car drop off lane following the yellow arrows in the image below. We ask that only staff members turn into the campus parking lot through Marshall St. to allow them to arrive.



### PreK-3rd Grade Students

Car drop-off begins at 7:30 AM. Parents and guardians must enter the drop off line following the yellow arrows indicated in the image above and remain in their vehicle at all times. Children should only exit/enter the vehicle from the passenger side of the vehicle. Vehicles

will pull up to the blue dashed area and may wait until a school representative opens the car door next to the sidewalk. As the year progresses, students will be encouraged to open their own car doors independently. There will be staff available if assistance is needed.

*Please follow the yellow arrows to join the carline. Students should be dropped off only along the sidewalk in the designated blue dashed lines. To maintain student safety, students should not be dropped off across the street.*

*Campus staff will be entering the staff parking lot through Marshall street. Any families that need to park and walk into the main office may use that entrance as well. If it is necessary for a parent/driver to assist a child in exiting/entering the vehicle, they must enter through Marshall, park in the parking lot and walk their child to the front of the school.*

#### Bus:

Buses will use the same drop off lane and drop students off along Euclid with ALA staff members. Students will be greeted by a staff member and escorted off the bus and into the cafeteria.

#### Campus Visitors:

If any parents need to visit the main office during or after arrival, please enter the main parking lot through Marshall Street, park your car, and use door 1 to buzz into the building. All campus visitors must proceed to the main office to sign in and receive a visitor badge.

### Dismissal Procedures

#### Traffic Pattern

Kinder through 3rd grade families will utilize the car pick up lane following the yellow arrows in the image below.



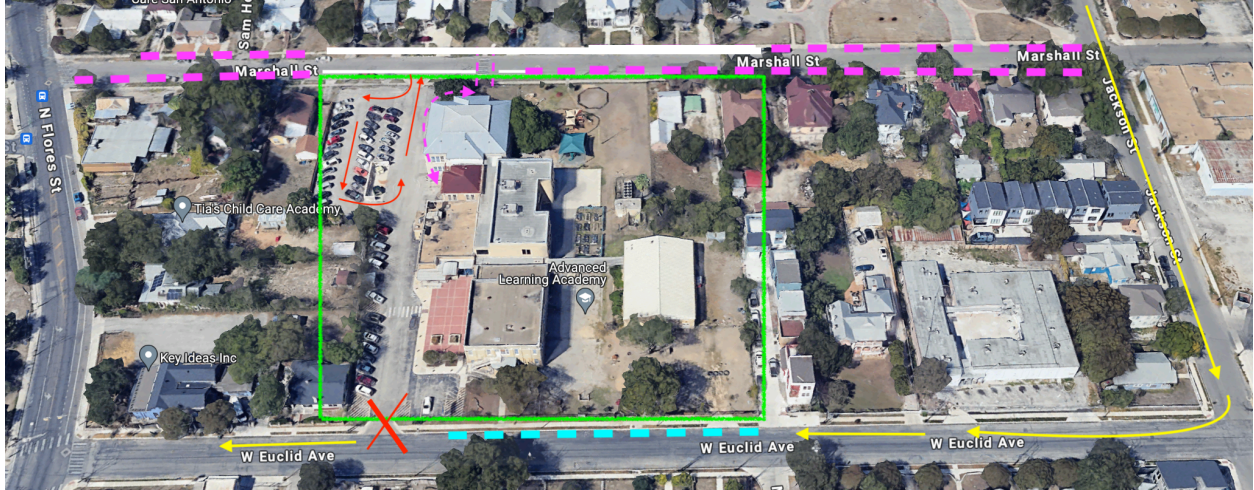
Kinder-3rd Grade Car Riders:

Parents will be provided a car tag with child(ren)'s name and village, and we ask that it remains visible in the front windshield to assist staff in efficiently getting students to their cars. While in the drop-off/pick-up lane, parents are asked to pay attention to the staff members and follow their directions for stopping and proceeding. Please stay in your cars and be prepared to allow for students to get into the back passenger side of the car. Parents are asked to pick up students between 3:25 and 3:45.

*We will have PreK Families parking and walking along Marshall Street. To maintain PreK student and family safety, please be sure to follow the yellow arrows when joining the car pick-up line.*

PK:

PK students will be dismissed from the library by their classroom teacher at 3:15 each day. Parents will park along Marshall (the purple parking area as indicated in the image below in accordance with the city traffic signs) and walk up through the garden entrance following the purple arrows on the map to Door 6 where they will sign out their students by 3:25.



**Please be sure to respect our neighbors' properties. Do not park blocking their driveways or trashcans for any amount of time. There is signage throughout Marshall indicating this is a loading and unloading zone. You may park on the areas that do not have the signage/arrow indicating it is a city violation.**



Bus:

Students will board buses from the Marshall Street location via staff member assistance. All students riding the bus need to have the transportation form filled out and approved prior to riding the bus. The form will be available at our Gators Going Back event as well as in the main office.

Walk-ups:

Families will receive a school pick up tag at Gators Going Back Night. Families within walking distance may walk in through the main parking entrance on Euclid Avenue, where the RED X is indicated on the image above, and ring the doorbell at Door 1. Families will present their pick up tag which will allow for Ms. Cenese to call for their student who will meet them outside of Door 1.

YMCA:

Beginning at 3:45 pm, families can pick up their students from YMCA by pulling into the main parking lot area where the red X is indicated on the map above, and parking along the red platform space and parking spots to pick up their students from door 3.

\*\*Changes to Regular Dismissal:

Any changes in going home procedures must be communicated in writing to the main office through email at [cwooten1@saisd.net](mailto:cwooten1@saisd.net). Changes must be communicated to the main office no later than 12:00 p.m. In addition, students will not be released early from the classroom after 2:50 p.m for kinder-3rd grade students and 2:45 pm for PreK students.

**1st and 2nd Day of School Procedures (August 13-14, 2024)**

### Car Drop-off Arrival

The traffic pattern reflected by the yellow arrows on the image below will be in place starting the first day of school. We ask that all families utilizing the car drop off lane follow this pattern.



### Walk In Tuesday and Wednesday, August 13th and 14th:

Student car drop off begins at 7:30 am, Kinder-3rd grade students will wait in the cafeteria until 7:45 am and staff will be stationed in the hallways to help students find their classrooms. PreK students will be walked in by a staff member to their classroom. On Tuesday, August 13th and Wednesday, August 14th, parents may go to the classrooms to drop off any remaining supplies and give a final first day hug at 7:45 am. **\*(First 2 days of school: Parents will need to get a visitor badge from staff at the front door in order to walk their student to class).**

Thursday, August 15th and beyond: Students will follow the procedures listed above. Kinder-3rd grade students will wait in the cafeteria until 7:45 am and walk independently to their classroom. Staff members are available throughout the building to support our students as they transition.

### Dismissal

YMCA will not begin at our campus until the second week of school. Follow the dismissal procedures outlined above under the Dismissal section for all PreK-3rd grade students.