



Morning Arrival

- 7:05am** Students may enter the building and report to the cafeteria to wait and/or eat breakfast
- 7:15am** Students report to classrooms
- 7:25am** Students begin prepping for learning
- 7:30am** Students in seats & learning begins

IMPORTANT REMINDER: After 7:30 am Tardy Bell Rings

All students arriving after 7:30am must enter through front office and be signed in by an adult. They should not come in without an adult for safety reasons!

INDEPENDENT WALKERS-

Come in the front doors as usual! BIG REMINDER- On campus sidewalks, all bikes, scooters and skateboards should be walked once on school property...if it has wheels please walk it!

AM BUS ARRIVAL

A Sunfield faculty/staff member will accompany bus riders to the cafeteria for breakfast & to wait to report to class. IMPORTANT: Bus service is limited to students living 2 miles away from campus or areas with limited sidewalks and major intersections identified by the district as an "hazardous route". Bus information should be in on your parent portal if you are eligible.

Front Parking Lot

From 7:05-7:25am the front parking lot is now closed.

Only buses and our identified special program students (FL, FLS, ECSE, SBI) have access to the area during these times.

AM CAR RIDER/CARPOOL

Carpool/car rider lane closes at 7:25am! Spread the word!!

Car Rider Drop Off Etiquette

(See attached map for carrider lane location/flow)

- Make sure your student is ready to go! Students on passenger side, backpacks packed and shoes tied.
- Pull up to the furthest open cone and wait until staff or safety patrol before letting students out.
- Drivers stay in the car
- Model patience for our students! Especially at the beginning of the year and bad weather days!
- Be kind to our crossing guards! They are here to keep everyone safe!
- No cell phone use in school zones... it's the law & safest!
- BAD WEATHER DAYS- please use both lanes and merge at the gate
- IMPORTANT: No student drop off in back car rider area before 7:00am or after 7:25am
- Please use **both** lanes for drop off.





LET'S GO HOME! Dismissal



Here is what you need to know about afternoons at Sunfield Elementary.

1:15pm

All same day transportation changes must be done by this time through the office.

2:15pm

Students may not be signed out early after this time for appointments etc.

3:00pm

End of the school day, dismissal bell rings

CHOOSE ONE OF THE FOLLOWING FOR YOUR DISMISSAL

1. INDEPENDENT WALKERS/BIKERS

Walkers will be leaving once the carpool line is off of the main streets and buses have left campus. These students walk or ride bikes/scooters home. Students will be released from the classroom once they hear the all-call and staff will escort students to both corners of the school property where crossing guards will be posted.

IMPORTANT: PLEASE REFRAIN from grabbing your student from this line on school property. For safety reasons, staff must escort students to the stop signs at the edge of school property without parent interference.

- The front parking lot will be closed AFTER 2:15 PM to vehicles other than buses and identified students with mobility needs in special programs.

2. CAR RIDER LINE

- Have your student's dismissal tag visible for teachers running check-in. (Required)
- Bring your patience, especially the first 2 weeks of school.
- Teachers will be at cones for pickup to assist students getting safely into vehicles.
- Picking up several families students? Make sure you have their dismissal tags too! (Required)
- No Tag? Pickup will be in the front office. Please have your ID ready to share to ensure proper pickup.
- **Please only turn left on Vista Gardens Drive**

3. BUS RIDER/DAYCARE VANS

These students will be escorted to the cafeteria and then escorted to their appropriate buses or daycare vans.

The buses will be leaving first followed by walkers.

ARRIVAL/DISMISSAL/ATTENDANCE TIPS



- 1) **3:00pm SPED Buses/Special Education Specialize Program Car Riders (Their learning day starts at 7:15am) including ECSE, FL, FLS & SBI students**
- 2) **3:03 pm Gen Ed Bus Leaves**
- 3) **3:05 pm Car Rider Line Begins once buses have left the parking lot.**
- 4) **Walkers- Once the car rider line has diminished to staff satisfaction, these students will be escorted by staff to the cross walk at Sunbright/Vista Gardens for crossing. Parents should meet their student(s) at either of the crosswalks.**

2. Parent led option- Get together with neighbors and put together a group to walk to and from school together! See this parent led option: <http://www.walkingschoolbus.org/>

3. Plan all doctor's appointments for after our attendance time (10:10am-10:15am) or on our days off listed below.

4. Want to change how your student gets home?

Permanent change? Let your teacher know ASAP, and make sure you ask them to reply to confirm they have received your change.

Same day change? Call the front office by 1:15pm for a same day transportation change. Your student will remain in the currently assigned dismissal group if we do not receive the change by 1:15pm.

5. Plan all family trips, appointments etc. on our student long weekends including:

- Sept 2, 3 day weekend
- Oct. 11-14, 4 day weekend
- Nov 1-5, 5 day weekend
- Nov. 25-29, Thanksgiving Break
- Dec. 20-Jan. 6- Winter Break
- Jan. 20, 3 day weekend
- Feb. 14-17, 4 day weekend
- March 17-21 Spring Break
- April 18-21, 4 day weekend
- Anytime after May 22nd our last day of the 23-24 school year

IMPORTANT ARRIVAL/DISMISSAL INFORMATION TO REVIEW



The Sunfield Student Dismissal Tag is an important tool for helping keep our kids safe and our arrival and dismissal procedure running smoothly. Each family will get 2 tags.

- We suggest you keep a tag in your vehicle glove box even if your child will not be a regular car rider. If you have a relative or trusted adult pick up your child, they must have a student tag.
- In the event of a schoolwide emergency, having this tag will help expedite a reunion with your child.
- **Missing Student Dismissal Tag Procedure-** Any person picking up a child in car rider zone without a student tag will be asked to report to office with identification to be able to pick up child.
 - Students will be called down to office **after** car riders and walkers dismissal is completed.
 - Please request new tag while in office as soon as you are aware you have lost them.

Dismissal Car Rider lane procedures:

- Display student dismissal tag visibly in front window.
- Wait for staff member to enter your tag number.
- Pull up as directed by staff in a column of cars are moving forward. Do not go around other vehicles.
- Pull up to the designated spot (1-7). Do not get out of vehicle, staff will help load students.
- If child is delayed, pull up to wait zone when staff member asks. Please pull up past wait zone to help with car buckling if child is not independent so the car rider line can continue to move.
- No Tag? Come the front office to pick up student and bring an ID for verification.

Emergency Procedures- In the event of an emergency or weather disaster, please have your student dismissal tag with you as you walk up to school or alternate meeting location. This will expedite the reunion of your child and ensure the safety of all.

Transportation Changes- If your child needs to change transportation that day, please contact the office **by 1:15 pm** to ensure message delivery. Any changes after, cannot be guaranteed.

Arrival Map

Please turn Left

Car Rider Drop Off, 7 cones

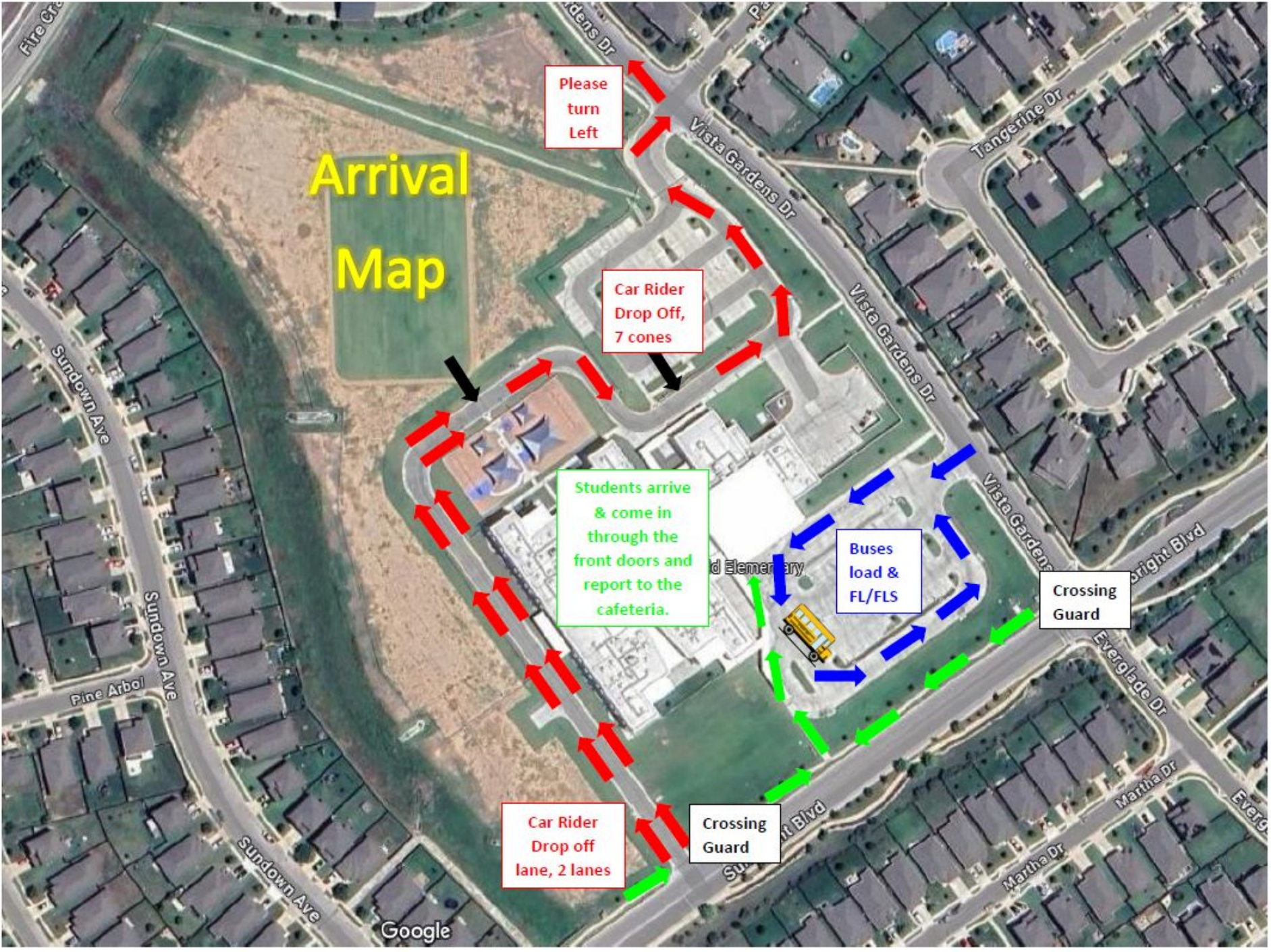
Students arrive & come in through the front doors and report to the cafeteria.

Buses load & FL/FLS

Crossing Guard

Car Rider Drop off lane, 2 lanes

Crossing Guard



Fire Cr...

idens Dr

Vista Gardens Dr

Tangerine Dr

Sundown Ave

Sundown Ave

Pine Arbol

Sundown Ave

id Elementary

Vista Gardens Dr

Vista Gardens Dr

Bright Blvd

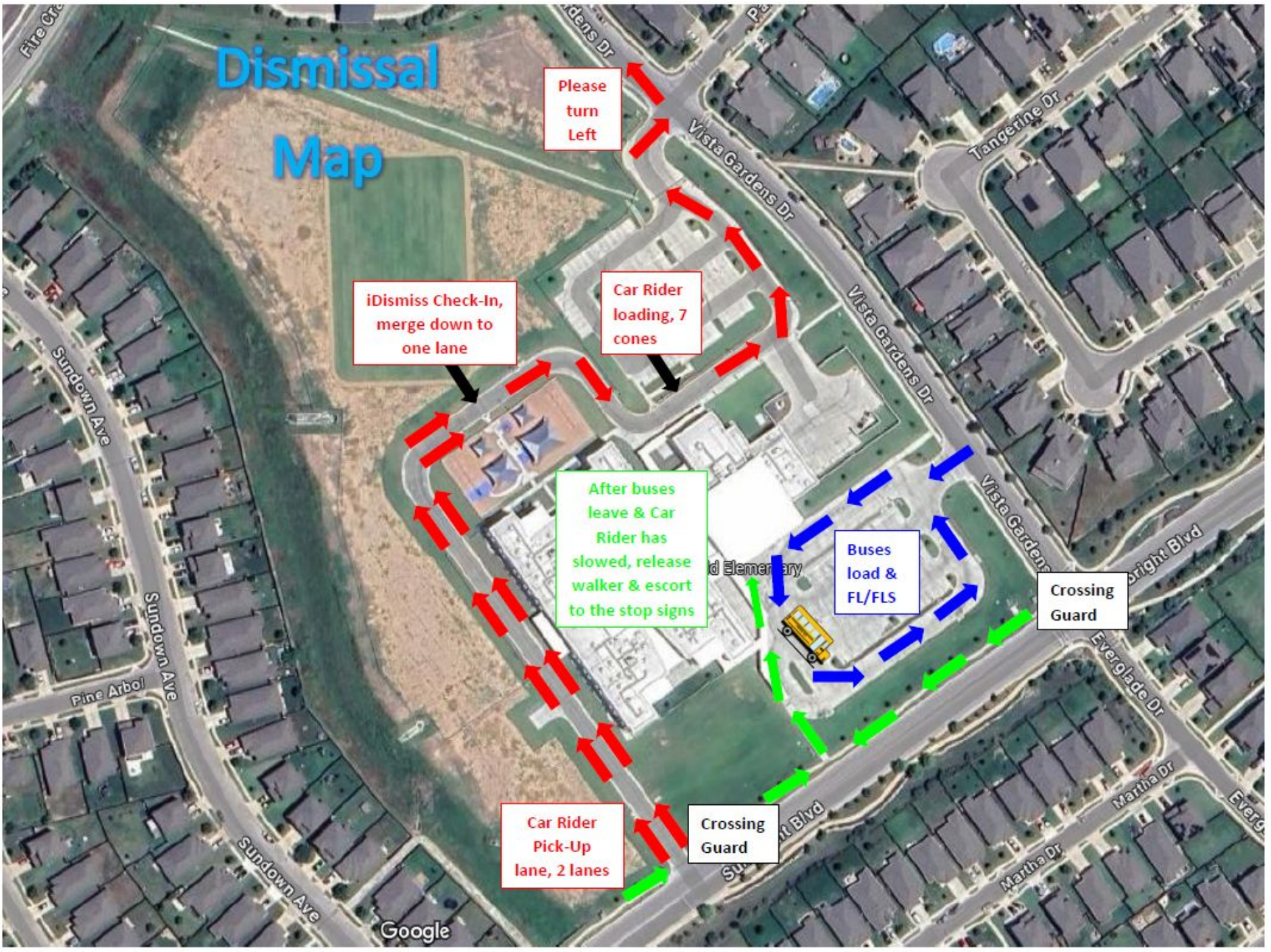
Everglade Dr

Martha Dr

Everglade Dr

Google

Dismissal Map



Please
turn
Left

iDismiss Check-In,
merge down to
one lane

Car Rider
loading, 7
cones

After buses
leave & Car
Rider has
slowed, release
walker & escort
to the stop signs

Buses
load &
FL/FLS

Crossing
Guard

Car Rider
Pick-Up
lane, 2 lanes

Crossing
Guard

