



Catonsville Elementary School

Arrival & Dismissal Procedures 2023-2024



Arrival and Dismissal for Bus Riders:

- All buses will enter campus in the front bus loop.
- Students who ride a bus will enter the building through the front door.
- Staff will be on duty in the front loop for both arrival and dismissal.

Arrival & Dismissal Procedures for Car Riders:

- Arrival time is between 8:25 and 8:40. Dismissal time is 3:25. Car riders will enter through the walker doors on the side of the building. **Cars are NOT PERMITTED in the bus loop during arrival or dismissal.**
- Please do not drop your child off early as there is no adult supervision outside prior to 8:25 am. Additionally, students are not permitted in the building prior to the 8:25 am bell.
- Any students who arrive to school after 8:40 will need to enter through the front of the building to obtain a late pass. Doors close promptly at 8:40.
- Any students who are not picked up by 3:40 will be in the office for pick up.
- For dismissal, the parent in the car will display the car rider tag on car dash. This number will be relayed, via walkie, into the building for students to be walked out to car loop. Tags will be handed out within the first two weeks of school.

Arrival and Dismissal Procedures for Walkers:

- Walkers will enter the building through the rear walker doors, same as the car riders.
- Please do not drop your child off early as there is no adult supervision outside prior to 8:25 am. Additionally, students are not permitted in the building prior to the 8:25 am bell.
- Any students who arrive to school after 8:40 will need to enter through the front of the building to obtain a late pass. Doors close promptly at 8:40.
- Walkers will be dismissed from the rear walker doors. Please have photo ID ready.

Traffic Flow:

- Drivers are to enter the school campus via Bloomingdale Avenue. Please refer to the map, included on the next page, in order to familiarize yourself with the expected traffic flow.
- Please keep the following in mind:
 - Traffic for drop off and pick up must always be ONE LANE. Do not go around a stopped car. Do not enter through the exit lane. Do not pass other cars.
 - All students must exit and enter the car on the PASSENGER SIDE of the vehicle closest to the curb. Please have your child ready to exit promptly when you arrive at the stop sign.
 - Students are not permitted to walk around to the driver's side of the car.
 - We reserve the right to change the flow of traffic or procedures, as necessary, to ensure the safety of the students.
- During both arrival and dismissal, cars must enter and exit through Bloomingdale, not Bloomsbury. The entrance off of Bloomsbury will be closed during arrival and dismissal.

Arrival and Dismissal for On-Site YMCA:

- Parents should park in the parking lot directly across from the cafeteria.
- YMCA students will enter the cafeteria from the outside doors labeled with the Y sign.
- Students will exit the cafeteria and proceed to their homerooms at the 8:25 bell.
- YMCA pick ups begin after 3:45 pm.

Early dismissal:

- Please send a note in with your student if you are picking them up early. We will call the student down to the office when you arrive. Please have a photo ID ready.
- We do not release students for early dismissal after 3:00.

Please Note: Any student who is going home a different way than usual must send a note with their child or send an email to mantlitz2@bcps.org and mobrien4@bcps.org by 12 noon to communicate changes. Dismissal changes will not be accepted over the phone. Students may only ride their assigned bus.

Visitors to the Building (if permitted, based on current BCPS Covid protocol)

At ALL Times:

- Parents that would like to visit the building must enter through the front doors ONLY. Please park in the back parking lot or designated visitor spaces only. Visits to the school must be coordinated with the teacher in advance of the visit. Volunteers must have submitted a volunteer application and training at least 1 week in advance of volunteering.
- **Parents/Visitors must STOP, REGISTER (which may include having your photo ID scanned if you have not previously done so) and OBTAIN A BADGE at the desk located just inside of the office.**
- All visitors are expected to follow appropriate etiquette when visiting the school.
- When parents/visitors are leaving the building, they will SIGN OUT and RETURN THE BADGE at the desk inside of the school office. Parents/visitors are then to exit the building through the front doors.

Map of traffic flow for arrival and dismissal at Catonsville Elementary School



Reminder: No cars are permitted in the bus loop from 7 am – 9 am and 2 pm- 4:30 pm

