Welcome to Clara Barton Elementary!

To maintain a safe and efficient arrival and dismissal process, please carefully review and follow the procedures below:

MORNING DROP-OFF (DOORS OPEN AT 8:35 AM)

- **Use the upper parking lot** for drop-off. The front loop is designated for **school buses only**—no parent vehicles are permitted in this area.
- Students may enter the building starting at **8:35 AM**. There is **no supervision before this time** due to scheduled staff meetings.
- Students arriving after **9:05 AM** are considered **late** and must be **signed in** at the office by a parent or guardian.

UPPER PARKING LOT DROP-OFF LOOP

To reduce congestion and ensure student safety:

- A **circle drop-off loop** is available in the upper parking lot.
- Staff will park at the far end, keeping the **front area open for drop-off at the top of the steps**.
- **Cones** will mark the designated loop to **guide traffic and prevent students from walking between moving vehicles**.
- If you park to walk your child in, **do not park near the cones**. Please use the far end of the lot with staff parking.

CHANGES IN PICK-UP ROUTINE

- Please send a **written note** with your child to give to the teacher. This is our **preferred and most reliable method** of communication.
- For same-day changes:
  - **Call the office directly** at [Insert School Phone Number]
    OR
  - **Email both** your child's teacher **and** Ms. Kim in the office.
- **Important Communication Reminders:**
  - You **must receive a confirmation** from the teacher or Ms. Kim for the change to be valid.
  - **Voicemails are not accepted** for dismissal changes. You must speak directly with a staff member.
  - You **cannot assume** a change has been received unless it has been **verified**.
  - We will **not accept verbal messages from students** for dismissal changes and **must be made by 3:15PM**

We appreciate your cooperation and support in maintaining a safe environment for all students at **Clara Barton Elementary School**. If you have any questions, please don't hesitate to contact the office.

UPPER LOT

NO PARKING

Teacher and Parent
Parking Spaces

NO PARKING

STEPS

TREES