



MOKENA ELEMENTARY SCHOOL

11244 Willowcrest Lane • Mokena, IL 60448-1334 • (708) 342-4850 • www.mokena159.org

Arrival & Dismissal Procedures

Please review the following arrival & dismissal procedures to ensure the safe passage of all students between home and school.

ARRIVAL PROCEDURES

- Supervision begins at 8:30 am. Students **are not to arrive** prior to this time. There is no adult supervision available prior to 8:30 am.
- The MES bus lane is reserved **ONLY** for District bus use or emergency vehicles. Students in Grades 1-3 may enter the front of MES using the sidewalk adjacent to the front parking lot. Kindergarten students should be dropped off by the south end of MES near the Seascapes playground.
- For safety reasons, please make sure your child(ren) always exit your vehicle onto the sidewalk.
- **Parking is not allowed at the designated drop off areas listed above.** If you wish to walk your child(ren) into the building, you **MUST** park your car in the designated parking lot – front parking lot for Grades 1-3; Metra parking lot for Kindergarten. Parents/guardians are welcome to walk their child(ren) into the vestibule area, but **are not able to enter** the school building during arrival/dismissal times.
- Students will assemble according to homerooms at the following locations: Kindergarten in South Gym; Grades 1-2 in Central Gym; Grade 3 in MES Commons.
- Outside supervision ends when the first bell rings at 8:50 am. **The tardy bell rings at 8:55 am announcing the start of our instructional day. Any student who arrives after the 8:55 bell will need to be walked into the school building by an adult and signed into the school office.**

DISMISSAL PROCEDURES

1. Dismissal will proceed in the following order:
 1. Day care buses
 2. Car riders/walkers
 3. Bus riders
2. Please stay in your car and pull all the way forward to the designated stop. Once cars are loaded and exit, the next wave of cars pull all the way forward and stop at wait for your child in your car. MES Staff will be out in front to assist with this process the first few weeks. Please follow their directions for a smooth parking lot exit.
3. If you wish to meet your child in the grassy area in front of the building, please park your car in the parking lot and wait for your child to exit the building and come to you. **DO NOT LEAVE YOUR CAR UNATTENDED IN THE DROP-OFF LANE.**

Dismissal begins at 3:15 pm. Students will be walked outside by teachers using designated grade level exits:

- Kindergarten Exit D (South doors)
- 1st Grade Exit B (first door south of school entrance)
- 2nd Grade Exit A (school entrance)
- 3rd Grade Exit W (first door north of school entrance)
- For the safety of all, students **cannot cross over the bus lane** without permission from a teacher and all day care buses have exited. No student will be allowed into the parking lot until a parent/guardian is:
 - Standing outside on the sidewalk on the east side of the bus lane only, or in the grassy area
 - Car/vehicle is in single pick-up line (no double parking allowed) with passenger door adjacent to sidewalk (car/vehicle facing south)
 - Parents/guardians will not be allowed to enter the building to meet your child(ren) during dismissal.
- All car riders must enter and exit via Willowcrest/Wolf Road or 195th Street.

Daycare Providers

- Daycare providers will pick up students in the front of the building.
- Students attending daycare will be escorted to this designated pick-up location at 3:15 PM.

Bus Riders

- Students in Kindergarten and Grade 1 will have bus tags on their backpacks. **Please do not remove the tags.** The tags ensure each student is in the correct bus line.

****These times are flexible and will be changed due to weather and other external factors.****