



MOKENA ELEMENTARY SCHOOL

Be Responsible. Be Respectful. Be Safe.

Dear Parents/Guardians:

Welcome back to the 2017-2018 school year. Please read the arrival and dismissal information below. If you are returning to MES the arrival procedures remain the same. However, the dismissal procedures have changed. Please read through the entire document so you are ready for the first day of school. We need every parent to abide by our guidelines. Thank you!

ARRIVAL PROCEDURES

- Supervision begins at 8:30 am. Students **are not to arrive** prior to this time.
- 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 are should be dropped off by the south end of MES near the Seascape 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 are going 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 **cannot 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. **Car Riders/Walkers First Wave Students with Last Names beginning with A-K 3:15**
2. **Buses will enter the bus lane between 3:15-3:25 - A wave of buses will be dismissed in-between waves of car riders. Please exit the parking lot in a timely manner. Thank you!**
3. **Car Rider/Walkers Second Wave Students with Last Names beginning with L-Z 3:25**

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)
- Students **cannot cross over the bus lane** without permission from a teacher. No student will be allowed into the parking lot until a parent/guardian is:
 - Standing outside on the sidewalk or grassy area

- Car/vehicle is in single pick-up line (no double parking allowed) with passenger door adjacent to sidewalk (car/vehicle facing south)
- Once buses have entered the bus lane, those MES students who have not been picked up will be held until bus dismissal is completed.
- Parents/guardians will not be allowed to enter the building to meet your child(ren) during dismissal.
- **All car riders must exit via Willowcrest/Wolf Road. MIS access road will be used for bus traffic only and will not be accessible to parents.**

Daycare Providers

- Daycare providers will pick up students at the small crosswalk used to go between MES and MIS.
- Students attending daycare will be escorted to this designated pick-up location between 3:15 and 3:20 pm.

Bus Riders

- Buses will enter the bus lane between 3:20-3:25 pm.
- 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.

Welcome to the new school year! We look forward to seeing your child on his/her first day of school!

Anna Kirchner
Principal

Cathy Lark
Assistant Principal