IMAGINE CHARTER SCHOOL AT BROWARD
IMAGINE MIDDLE SCHOOL AT BROWARD
2013-2014
ARRIVAL/DISMISSAL PROCEDURES

Arrival

Car Riders: Students are to be dropped off via the car pool lane, **NO EARLIER** than 8:10 A.M. School personnel will be available to ensure the safety of the students. Children should not be dropped off on Westview Drive or NW 56th Drive.

Bicycle Riders: By law bicycle riders MUST wear helmets. All bicycle riders are to walk their bicycles to the bicycle rack outside the red wing doors, and lock them each day. Students then enter school through the front doors.

Instruction in the elementary classroom begins at 8:30A.M. Therefore, elementary students entering the front door after 8:30 A.M. will receive a late pass and will be marked tardy. Elementary students need to be sitting in their seats in the classroom at 8:30 A.M.

Instruction in the middle school begins at 9:15 A.M. Therefore, middle school students entering the front door after 9:15 A.M. will receive a late pass and will be marked tardy. Middle school students need to be sitting in their seats in the classroom at 9:15 A.M.

Dismissal

The elementary academic day concludes at 3:00 P.M., and the middle school academic day concludes at 3:45 P.M.

To alleviate long car lines, we will have three dismissal times:

- 3:00 P.M. K-3 grades and any siblings in Grades 4 and 5.
- 3:15 P.M. 4th and 5th grade students.
- 3:45 P.M. All remaining 4th thru 8thgrade students.

Cars in lines earlier than dismissal time will not be allowed to park or block car line. Coral Springs Police Department is very concerned about our dismissal and the traffic problems parents are causing. We have moved to three dismissals to assist with this. Each dismissal zone will have a distinct time and color. You will be assigned a time and dismissal zone according to siblings and direction turning when leaving the school. Do not get into a carline before your dismissal time. You will be asked to leave the school and circle around until the designated time. It is suggested that if you arrive early, you may stage in the shopping centers on the west side of University Drive.

Parents are to display their child's car pool sign in the front passenger window. School personnel will be available to assist with pick-up until the last car is through the lane. **Elementary students (without middle school siblings) remaining at school after 3:30 and middle school students remaining after 4:05 will be brought to the office or aftercare.**

Walkers and Bicycle Riders: All walkers and bicycle riders shall exit using the red wing doors on the side of the building.

Mini Bus Riders: All mini bus students are to report to the preschool exit at their designated time.

STUDENTS WILL NOT BE RELEASED TO PARENTS WITHOUT A VALID CAR POOL SIGN OR PROPER ID. NO EXCEPTIONS WILL BE MADE TO THIS RULE.

Parents are not permitted to walk into a teacher's class at dismissal time to informally conference with the teacher. Many important closing procedures are being conducted at that time.

Should a parent have an emergency that prevents them from picking up a child on time, the parent or appropriate designee must notify the school prior to 2:30 P.M.

Students must be picked up within 15 minutes of their designated dismissal time. If an elementary student (without a middle school sibling) is not picked up by 3:30 P.M, or a middle school student is not picked up by 4:15 P.M., they will be brought to the office. In addition, in the event a student is habitually picked up late, and at the discretion of school administration, that student will be enrolled in the After School Care program at the standard cost to parent/guardian. Parents will be notified in writing as necessary.

Inclement Weather Dismissal: Car Riders will follow the same procedures as listed above unless otherwise notified. Walkers and bicycle riders will report to the cafeteria. Students will be permitted to use the school phone as necessary to contact parents.

VPK Arrival and Dismissal: VPK students must be walked into their classrooms and signed in/out each day. VPK students will be brought to designated dismissal zones and signed out in the zone. Parents should enter the school in the rear of the building at the rear Yellow Wing door.

Holding Room for Elementary Siblings of Middle School Students: Elementary school students with older siblings attending the Middle School only may attend the Holding Room until Middle School release everyday at 3:45 pm. The Holding Room is free to siblings only, and parents must register their Elementary School sibling at the beginning

of the school year. For a fee of $5 per day, the student will receive a snack and homework assistance. At 3:45 pm the Middle School student must pick up their younger sibling(s) in the Holding Room. If the Middle School student is absent or attending an after school activity, the younger sibling must be picked up at their normal dismissal time of 3:00 pm or 3:15 pm.

PARKING, PEDESTRIAN TRAFFIC AND CARPOOL GUIDELINES

Transportation
ICSAB does not provide bus transportation. The school office staff can supply names and phone numbers to help facilitate car pool arrangements. Please call the school information for more information.

Parking
The rear school parking lot is available for parent parking for before and after care drop off and pick-up. The "Proud Parent" parking spot is a reserved space for the parent(s) who win the right to park in the space during the annual PTO fundraiser. Parking in the grass or fire lanes in front of the school is prohibited. Cars parked in non-designated locations are subject to being ticketed and towed by the Coral Springs Police Department.

Car Pool
The correct way to enter the school to drop off or pickup your child is to make a RIGHT hand turn from Westview Drive into the parking lot. Cars will stack in a large "S" shape. The left side must be kept clear for emergency vehicles.

- Eastbound traffic on Westview Drive is not permitted to make a left-hand turn onto NW 56th Drive from 7:30 A.M. - 9:00 A.M. and from 2:15 P.M. - 3:30 P.M. During these times, the speed limit on both roads is 15 miles per hour.
- Always drive with extreme caution on our campus, following the State of Florida school zone speed law of 15 miles per hour.
- For your child's safety we ask that you allow students to exit and enter from the **passenger or right side** of your vehicle.
- Please remain in your vehicle. Staff will be available to assist your child with exiting and entering the vehicle. At NO TIME may cars be left unattended at the curb or in the car line.
- Please make sure your carpool sign is visible.
- Students will not be released to any vehicle without a carpool sign until it can be verified that the driver of the vehicle is listed on the student's form. If you do not have a carpool sign, please park and sign your student out from the main office. This is for your child's safety.

- If you have any pick up carpool changes and the individual picking up your child does not have your carpool number on their vehicle, you must call the front office by 2:30 P.M. to make arrangements.
- Please follow staff directions and signals.
- Please pull as far forward as possible before dropping off or picking up.
- **Cell phone use is prohibited in the carpool area.**
- Keep belongings for school in the car so that the trunk does not have to be opened.
- Arrive on time. Lines are rare from 8:10 A.M. – 8:20 A.M. If you arrive after 8:20 A.M., prepare for delays and be patient.
- Remember that this is not an acceptable excuse for tardiness to school because your vehicle is delayed in carpool traffic.

Pedestrian Crossing

Walking through the carpool loop to access the staff parking area is prohibited. Students must cross the carpool loop using the crosswalk and must be on the sidewalk at all times.

Cell Phone Usage in the School Zone

For the safety of our students and staff members, <u>cell phone usage is not permitted</u> in the school zone.

Coral Springs Police routinely patrols the school campus area and will issue citations at their discretion to enforce all applicable laws and regulations.