



**Kalamazoo Public Schools
Edison Academy**

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2023-24 Edison Academy Arrival and Dismissal Procedures and Expectations

Morning Arrival:

Doors to the building will open at 7:50am. *Please note, there is NO supervision prior to 7:50am. The tardy bell will ring at 8:08am.*

- *Students arriving after this time will need to be escorted to the office through the main entrance by an adult to sign in.*
- *Please do not drop and go.*
- *Park, walk your student in, sign them in, and then leave.*

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- **Walkers** may walk to school at 7:50am and get in line at the entrance that faces Cottage Avenue. Walkers should not arrive prior to 7:50am.
 - **Drop off**
 - *Our parking lot is a one way parking lot.*



- Enter at the east end of the lot (closest to Russell St.) and exit at the west end of the lot (closest to Cottage Ave.)
- There is a drop off lane on the right hand side of the lane in front of the school.
- The drop off lane is striped with a yellow line. Please pull forward as far as you can in that lane (the first car will need to leave room to exit so don't pull up to the curb).



- At 7:50am, students will be allowed to exit the vehicles, once they reach the drop zone. The drop zone begins when the car has passed the concrete walkway with the yellow walk sign by the main entrance.



- No one will be allowed out of vehicles prior to 7:50am or before they reach the drop zone.
- When students exit vehicles in the drop zone, they will walk to the entrance door on the west side of the building (facing Cottage Ave.)



- ☐ *There should be no students in line at the door prior to 7:50am. Walkers show up at 7:50am, drop off begins at 7:50am, buses unload at 7:50am. Supervision begins at 7:50am.*
- ☐ *All students are either close enough to walk or are able to get a bus. If 7:50am is a hardship for you to drop your student(s) off, please have them walk or ride the bus.*
- ☐ *Again, there is no supervision prior to 7:50am.*
- ☐ *Parents will have to drop students at the door and leave. If you plan to stay, you will need to complete a volunteer form and run your drivers license through our Raptor System for a badge.*

Afternoon Dismissal (also early release and ½ days):

- Dismissal begins at 3:10pm
- There will be no dismissal changes nor pickups beginning at 2:45pm.
 - Half day dismissal begins at 11:20am with no dismissal changes nor pickups beginning at 10:55am.
 - Early release days dismissal begins at 1:40pm with no dismissal changes nor pickups beginning at 1:15pm.
- Since we have a separate bus loading and pick up area, we can dismiss all beginning at 3:10pm.
- Staff will walk their students to the bus.
- Other staff will be in the hallway with the pick up students and walkers.
- Walkers will be dismissed before we dismiss pickups. We will dismiss from the main entrance.
- Once the vehicle has passed the concrete walk to the main office, students will be called out to enter their cars. They will only be called out once their ride is in the pick up zone. (same as the drop zone above).



