

Broadmoore Elementary  
3401 S. Broadway  
Moore, OK 73160

Listed below are very specific procedures that are consistently in place at our school; we hope you find it helpful knowing ahead of time. Our staff is committed to ensuring your child's safety and will consistently implement these procedures as our daily routine. We appreciate your help to follow these procedures, so we can streamline arrival/dismissal of our large student body in an efficient and effective manner.

**Dismissal Procedures:** *Arrival Procedures on reverse side.*

**Car Riders:** All car riders, including afternoon pre-k and kindergarten, will be picked up through the drive-through lanes entering from 34<sup>th</sup> Street. Please form 2 lanes of traffic and have your child's name displayed in the window of your car with the signs provided by our PTA. Although the lines start out long and may appear overwhelming, our staff is able to load all students safely in just a few short minutes when everyone follows these procedures. Students not picked up in these lanes by 4:00 pm or when the last car pulls through will be escorted to the office to call their adult, and adults will need to come into our office to sign their child out. *\* The first few days of school it will take a little longer. We thank you in advance for your patience.*

**Bus Riders and Day Cares:**

Busses and Day Care vans will be the only vehicles picking up students at the front of our building. The bus lane will be the inside lane near the curb and day care vans will be in the outside lane. Daycare students and bus riders will wait inside the building with proper supervision until their ride arrives and will be escorted out at that time.

**Walkers:**

Walkers will be escorted by a staff member and will exit out appropriate doors using the designated and supervised crosswalk areas. **If your child needs to wait for a sibling to walk home together or if you come to the front of our building to pick up your child, you will be asked to wait outside the building at the designated "Walkers Meeting Area" on the southeast corner of our school.** *Parents will not be allowed to come in and wait inside the building for students unless you check in through the front office and have us call for your child as an early release.* We understand sometimes you need to pick your child up early, and you are always welcome to come inside our office so we can help you get your child early in these cases. In the past, we have noticed many patrons are parking in the front parking lot and asking their child to come out through the front to avoid the long lines. If you choose to do this, your child will wait for you at the designated walker meeting area. It will be your responsibility to come pick them up from that area as *students will not be allowed to walk across the bus and day care lanes without their parent by their sides.* There is not a crosswalk area in the front bus/day care van lane as it isn't a safe place for students to cross when busses drive through there.

**\*\*PLEASE NOTE: AM PRE-K PICK UP AND PM PRE-K ARRIVAL WILL USE THE FRONT DRIVE SINCE NO OTHER STUDENTS OR BUSES ARE COMING TO SCHOOL AT THAT TIME\*\***  
**Supervision of your child during those times will be provided so you can remain in your car as we load them safely.**

## **Arrival Procedures:**

### Car Rider Drop Off:

All students arriving at school by parent drop-off will use the car-rider lanes that enter off 34<sup>th</sup> Street and wraps around the north side of our building. **Please be reminded: there is no supervision prior to 8:45.** Students will go to their grade level doors; depending on the weather, they will either wait outside or be allowed to wait inside at 8:45. Kindergarten students will be dropped off and wait near first grade, door 4 area. Pre-K students will be dropped off and escorted by a staff member or safety patrol to their door. Please always pull forward as directed by the staff as we unload only when all cars are stopped and move forward only when all students are safely on the sidewalk. Your child will have help knowing which area to meet their peers for their respectful grade level. Students arriving after 9:15 should come to the front of the building to check in the office to get a tardy slip. IF your child is tardy or coming to school late for any reason, they **must be accompanied by an adult to sign them in through the office.** Classes start ***promptly*** at 9:15.

### Walkers:

Students walking to school will use the cross walks provided to ensure optimum safety. They will walk around to the north side of the school and wait with their grade levels at the north door of their hallways. There will be supervision outside the school in several areas to monitor student safety as they arrive to school. Supervision does not start until 8:45 and will end at 9:15. Students arriving after 9:15 should enter through the front door using the buzz-in system and stop at the office to get a tardy slip.

### Busses and Day Care Riders:

Busses and day care vans that are marked and bring more than 3 students will use the front drive. The inside lane near the curb will be for busses and the outside lane will be for day care vans. Supervision will be outside to monitor students arriving to school.

**Please know the safety of our students is always our top priority.** I understand procedures can sometimes be difficult until they become routine, so thank you in advance for making every effort to follow the procedures outlined in this letter to help with smooth arrivals and dismissals. Our staff at Broadmoore will continually strive to be actively involved with assisting in supervision and traffic control to help streamline these busy times. Your patience is appreciated during the first few weeks of school as everyone gets into the routine.

As always, if there is ever any way I can help you or your child, please don't hesitate to contact our office.

Respectfully,

Mrs. Hendrix  
Principal