



Office of the Principal  
Broadmoore Elementary  
3401 S. Broadway  
Moore, Ok 73160

August 2020

Broadmoore Patrons,

For the safety of our students and to allow a better opportunity for social distancing, we will be following the new policy for student drop off and pick up. This policy applies to **all Broadmoore Elementary students in PreK-6<sup>th</sup> grade**, except for morning Pre-K pick-up and afternoon Pre-K drop off. Your teacher will share this information with you. School hours are 9:15 to 3:51.

**Student Arrival:** Students who eat breakfast will be allowed to enter the school at 8:45 AM. These students may enter the front doors between **8:45 and 8:55** only as the front drive serves as the bus and day care lanes. After that the front doors will be closed and breakfast eaters must be dropped off through the car rider line and will be allowed to go directly to the cafeteria to eat breakfast once they enter the building. **Students are not permitted to be on school grounds prior to 9:00 AM, as there will be no staff on duty at that time supervising your child and we cannot ensure their safety. Student arrival time is from 9:00-9:15 AM.** We understand our drop off line may take a little longer and will be flexible with this as long as cars are in the line prior to 9:15. Congregating of adults and students is not allowed on campus for the safety of everyone.

**Morning Car Rider Drop Off:** All traffic will enter the southwest drive of the building from 34<sup>th</sup> street and form two lanes. If you will be exiting this drive turning left on Broadway get in the far lane. If you will be exiting this drive turning right onto Broadway get in the inside lane. Doing this will help streamline the flow of traffic. **Your child will need to be prepared to unload immediately when prompted in the unloading zone.** Wait until prompted to allow your child to open the door. If they need assistance, staff will help however we are trying to minimize their exposure to touching door handles if possible.

**Afternoon Car Rider Pick Up:** Parents will follow the same procedures entering the driveway off 34<sup>th</sup> St as the morning drop off. Remember to plan your route so you end up in the lane you need to exit onto Broadway to help streamline the flow of traffic. For the safety of students and staff we ask that you remain off your cellphone while driving through our drop off lines.

**ALL Cars must have a school-issued student pick up tag** on display during the entire pick up process. Please hang from your windshield or prop up on dashboard. Remain in your car as you are driving through this line. Cars without the school issued student pick up tag will be directed

to park and go into the front office (with masks and temps taken) showing driver's license for their child to be released for safety purposes.

Students who are picked up prior to dismissal are considered an early release per Moore Public Schools, (MPS) attendance policy. We ask that you do not check your child out after 3:30 unless it is an emergency. **Any changes to the way your child goes home MUST be reported to the OFFICE 735-4120 no later than 3:20 PM daily.** This makes it easier and less confusing for your child and allows time for communication between staff.

**Walkers:** Walkers will remain in their homerooms until dismissed by grade levels. If meeting siblings before walking home, they will exit the building with an adult and meet their sibling/walking home buddy at the designated walker meeting area in front of our school on the southeast corner by the "Walker Meeting Area" sign. This is no longer an area for anyone other than Broadmoore students to meet to walk together and congregating will not be allowed for safety purposes. If you wish to meet your child anyplace other than the car rider line, then it must be off school property and pre-arranged. Practice this with your child and have your child leave campus as a walker using one of our two crossing guards provided to assist your child in crossing the street safely. We provide crossing guards at the corner of 34<sup>th</sup> and Broadway and on Broadway at the entrance of Broadmoore Golf Course. We will not allow children to cross 34<sup>th</sup> street as it is unsafe.

**Bus and Day Care Riders:** Remain in homeroom classrooms. As rides arrives digital system will notify classroom and social distancing will be used to release individual groups to load from front of building.

We respect that some of these procedural changes may be challenging at first and they won't be as fast in the beginning as they will be after a few days of practice. Our staff is committed to consistently improve the quality of education and protection we provide for our students. We appreciate your patience as we implement an entire new digital system for our dismissal.

**Debra Hendrix, Principal**