



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

August 2021

Broadmoore Patrons,

For the safety of our students, we consistently follow the procedures below during arrival and dismissal. These procedures apply to **all Broadmoore Elementary students PreK-6th grade**, except for morning Pre-K pick-up and afternoon Pre-K drop off.

Student Arrival: Students eating breakfast will be allowed to enter the building 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 8:55 the front doors will be closed, and breakfast eaters must be dropped off through the car rider line. Those eating will be allowed to go directly to the cafeteria to eat once they enter the building. **Students are not permitted on school grounds prior to 9:00 AM unless they are eating breakfast, as there is no supervision until then and we cannot ensure your child's safety. Student arrival time is from 9:00-9:15 AM.** We understand our drop off line may take a little longer at the beginning of the year and will be flexible with this as long as cars are in the line prior to 9:15. If your child arrives after 9:15, they will need to enter through the front and stop by the office to get a tardy slip.

Morning Car Rider Drop Off: All traffic should enter the southwest drive of the building from 34th Street and form two lanes. Those who will be exiting this drive turning left on Broadway get into the far lane. If you are exiting this drive, turning right onto Broadway, get into 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, a staff member will help, however we try 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 34th St as 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 from your review mirror during the entire pick-up process. Please display from your rearview mirror. 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 of the building, 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 less confusing for your child and allows time for communication between staff. Minimizing changes works best for children so they have a consistent routine.

Walkers: Walkers will remain in their homerooms until dismissed. If meeting siblings before walking home, they will exit the building with an adult and meet their sibling/walking home friend 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. 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 children in crossing the street safely. We provide crossing guards at the corner of 34th and Broadway and on Broadway at the entrance of Broadmoore Golf Course. We will not allow children to cross 34th Street as it is unsafe.

Bus and Day Care Riders: Remain in homeroom classrooms. As rides arrive our digital system will notify classrooms and appropriate students will be released to the front of the building as their day care or bus arrives.

We respect that some of these procedures may be challenging at first and they will not be as fast in the beginning as they will be after a few days of practice. Our staff is committed to consistently improving the quality of education and protection we provide for our students. We appreciate your patience as we work together to streamline this process while maintaining safety as the top priority.

Debra Hendrix, Principal