

Madison Avenue Arrival and Dismissal Procedures

School Hours: 9:10 am-3:40 pm

AM Procedures

- Students can be dropped off starting at 8:50 am
- Please drop off in the curb lane in front of the school and only let your students exit the car on the right side when possible.
- There will be cones to designate the “drop off zone.” Please only allow your children to exit the car in this zone to ensure their safety.
- Pull up as far as possible to keep the car line flowing

PM Procedures

- Car riders will be dismissed at 3:30
- If you are parking and walking to the door to get your child, please wait until the 3:35 bell to avoid congestion at the door
- Please have your name sign visible to keep the line flowing.
- Clipping your sign to the underside of your visor is helpful. If you flip your visor down when you enter the line, our teachers can read your name and have your child ready. Below is an example of how you can clip your sign to your visor.



*** It is very important that your name sign be visible; our staff on bus duty changes weekly, therefore, it is difficult for each staff member to learn your family's vehicle.