



TIMMERMAN ELEMENTARY SCHOOL

Sara Watson
Principal

Rose Rolater
Asst. Principal

Donna Sommerfeld
Counselor

Dear Parents,

With the success we have had with our dismissal process we will once use the number system. Our purpose in using this system is to provide a safe, efficient method to our daily dismissal. However, with the opening of the new school campus, we want to remind parents of our parent arrival & dismissal procedures. Please read the following for an updated look into our arrival & dismissal procedures.

Students who are picked up after school will have an assigned number. Siblings will share the same number. At the end of the day, teachers will give the students a badge with the number on it. Those adults who routinely pick their children up will have the same number on a placard which should be placed on the passenger side dash so that it is easily visible or carry the placard with them up to the teacher.

Arrival:

We will use a single lane drop-off each morning in the front of the school building. As students are dropped off, you will be directed to move forward. Please watch our staff attendants for this signal and please pull all the way forward as far as the line goes. Drivers must remain in their cars at all times, this is for the safety of our students, staff, and you the parents. Students will enter the main entrance of the building.

If parent wishes to walk their student into the building, please park in the parking lot in the front of the school. Use the crosswalk to cross the traffic, please watch our staff attendants for the signal to cross.

Dismissal – Valet Car Riders:

We will use a single lane pickup each afternoon in the front of the school building. When you pull up in the pickup lane, a teacher will read your number. As students are picked up you will be directed to move forward. Please watch our staff attendants for this signal. Please pull all the way up as far as the line goes. Drivers must remain in their cars at all times to ensure the safety of students, staff and you the parents.



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Dismissal – Parents who walk up to the school:

Should you choose to walk up to the school to pick up your child, you will need to park your car in the back-stadium parking lot located on the back-Northwest side of the school building. All parent walk-ups will use the crosswalk by the parking lot and walk down the side of the playground/courtyard fence to the gate outside the 1st grade hallway. Once again, please remember to carry your placard with your dismissal number to show the staff member standing at the gate who will read your number to call for the student to walk out.

***Please see the attached map for what entrance to use to reach this pick-up area.

At meet the teacher night, you should have let your child's teacher know how you will be picking your student up each day. Should your method of pickup change for any reason, we ask that you put this in **writing** via a note to the teacher or an email. Once again this is for your child's safety.

We have found that almost 100% of the students are dismissed by 3:00pm each day. We stay outside until 3:00pm at which time we take the remaining students into the office and call parents.

Please bear with us as we begin this process again. If you will help us by displaying your number placard in the passenger side dash, that will give us a safe, quick way for you to pick up your child. With your help, we can make this a smooth and safe process for all. Don't hesitate to contact the office with any further questions at 512-594-4200.

Sara Watson
Principal