

Riverview Elementary Arrival & Dismissal Procedures

As we prepare for the new school year, we are implementing new arrival and dismissal procedures designed to improve the safety of our students, bus drivers, staff, and community.

Throughout the summer, Riverview administration worked with the BRPS Transportation Department, Facilities Department, Central Office, Big Rapids Public Safety, and neighboring schools to create a safer, more organized traffic pattern around the building.

We know change takes patience, and we appreciate your partnership as we implement these improvements. Our shared goal is simple: **a safe arrival and dismissal for every student, every day.**

Please use the enclosed map as a guide.

RIVERVIEW ELEMENTARY DROP-OFF/PICK-UP



LEGEND

- MAIN ENTRANCE **A**
- STUDENT LOADING ZONE
Quick student loading/unloading (passenger side only) **B**
- VEHICLE WAITING LINE
(Remain in line, pull forward when directed) **C**
- BUS TRAFFIC ONLY **D**
- STAFF PARKING ONLY **E**
- NO PARKING ZONES —
- BRPS BUS ROUTE ^

Thank you for following our drop-off and pick-up routines. Your partnership helps keep our students, staff, and families safe every day!

Student Loading Zone

All parent drop-off and pick-up will take place in the **Student Loading Zone** (the coned area on the south side of the building).

Please help keep traffic moving by following these expectations:

- Students should only enter or exit vehicles **within the Student Loading Zone**.
- Students should exit from the **passenger side only**.
- Adults should remain in their vehicles.
- Staff members will be available to assist students as needed.
- Students should enter and exit vehicles promptly.

Morning Arrival

After leaving their vehicle, students will walk directly to their classroom sign and line up behind their classroom cone.

Afternoon Dismissal

Staff will escort students to the Student Loading Zone where they will wait in the designated staging area until their vehicle arrives.

Students should only enter vehicles within the Student Loading Zone.

A crossing guard will stop traffic when necessary to allow buses to cross from Willow Street safely

Vehicle Waiting Line

Parents dropping off or picking up students should:

- Enter from **River Street**.
- Follow the **Vehicle Waiting Line** along Chestnut Street.
- **Remain in line and pull forward as directed.**
- **Do not park on Chestnut Street.**

Bus Traffic Only

During the following times, **Willow Street (in front of the school) is reserved for buses only. Parent vehicles are not permitted.**

- **7:30–8:15 a.m.**
- **2:40–3:30 p.m.**

E Staff Parking Only

The turnaround near the front entrance is reserved for staff parking only.

There is no student drop-off or pick-up in this area.

If you need to park during arrival or dismissal:

- Please use the hospital overflow parking lot north of the building.
 - Walk to the school if you need to enter the office.
-

A Main Entrance

If you need to sign your child in between 7:55 and 8:15 a.m., and staff are no longer outside:

- Park on a nearby side street or in the hospital overflow lot.
- Enter through the Main Entrance to sign your child in.

Between 8:15 a.m. and 2:40 p.m., the Main Entrance may be used for quick drop-off or pick-up outside of the regular arrival and dismissal procedures.

Additional Reminders

- Playground gates will remain locked during arrival and dismissal.
 - Students will not enter or exit through the playground.
 - Please follow all staff directions and posted signage.
-

Thank You!

Thank you for helping make Riverview's arrival and dismissal safe and efficient. We know these procedures are different than in previous years, and we appreciate your patience as everyone adjusts.

By following the **Vehicle Waiting Line**, using the **Student Loading Zone**, and respecting the **Bus Traffic Only** areas, we can provide a safer experience for our students, families, staff, and community.