



District 96 Early Learners Program

Arrival and Dismissal Procedures

2025-2026

To ensure the safety of your child during drop off and pick up from school, please refer to following information.

General Safety Guidelines

- For the safety of your child during drop off and pick up, please locate his/her car seat on the rear passenger seat. Students will only be allowed to exit from the rear passenger (right) side of the vehicle.
- For identification purposes during drop off and pick up, each early learner family will receive two identification tags for your vehicle(s) and one identification tag for your child's backpack. **The identification tags should hang from your vehicle's rear view mirror.** You will receive your identification tags at *Meet and Greet*. Families who are unable to attend this meet and greet can pick up their tags from the classroom teacher on the first day of school. Remote families will not need an identification tag at this time.
- The identification tag must be clearly displayed in your vehicles as it will allow the early learner staff to identify your child(ren). In the event that the identification tag is forgotten, guardians will need to come to the office to pick up the child(ren). The school will only release children to adults with state issued photo identification who are listed as contacts in our database.
- Do not use your cell phone unless you have your vehicle in park. A driver who is operating a cell phone in a school zone while the car is not in park is in violation of state law.
- People picking up walkers would still need to show their identification tag or go to the office to show the proper identification.

Arrival/Drop-off Procedures

- Vehicles should turn north into the parking lot entrance off of Loudon Road and follow the signs directing them to the District 96 Early Learners Center (back of Ames School).
- Staff members will be available to assist students in their entry to the building starting at 8:20 AM and 12:05 PM. Classes begin at 8:30 AM and 12:15 PM. If you arrive after that time, please park, walk your child to the main entrance of Ames School. A face covering will be required if you need to enter the building. An Ames staff member will greet you, conduct a temperature check of your child, and confirm that you have completed your child's health check.
- Remain inside your vehicle at drop-off. A staff member will remove your child(ren) from your car. Parents should not release a child from the car until a staff member comes to their car to remove the child(ren). Once out of the vehicle, staff members will be available to assist students as they enter the building.
- The car line area is ONLY for those parents who want to "drop-off/pick-up" their child. You may not park your vehicle in the car line.

	<ul style="list-style-type: none"> • After the child(ren) is removed from the car, parents or caregivers must wait until the car in front of theirs moves before pulling away. DO NOT PASS the cars in front, as this is a major safety concern. • After drop off, vehicles should follow the U-pattern to gain street access. • If you wish to park and walk your child to the Early Learner doors, please locate a legal parking space. Parking is available on Nuttall and Loudon Roads. Walk with your child to the Early Learner Center entrance doors. Please wait outside the entrance, a staff member will assist your child into the building. • If you walk to school, walk with your child to the Early Learner Center main entrance. Please wait outside the entrance, a staff member will assist your child into the building.
Late Arrivals	<ul style="list-style-type: none"> • If you are late dropping your child off to school, you must enter through the main doors of Ames School and report to the office. A school employee will escort your child to their classroom.
Dismissal/Pick-up Procedure	<ul style="list-style-type: none"> • Vehicles should enter the parking lot from Loudon Road and follow the signs directing them to the District 96 Early Learner Center (back of Ames School). • Classes dismiss at 11:00 AM and 2:45 PM. Staff members will assist students in their exit of the building. If you arrive after 11:05 AM or 2:50 PM, please park your vehicle and walk to the main entrance of Ames School to sign your child out of the office. A face covering will be required if you need to enter the building. • If you are in the car line, please have your identification tag clearly displayed. Stay in your car until you are in the first or second spot. Once you are in the first or second spot in line, parents or caregivers will need to exit their vehicle, as they are the individuals responsible for ensuring that the child is safely buckled into the car seat. Safely and efficiently, buckle your child in prior to driving away. • Wait until the car in front of yours moves before pulling away. DO NOT PASS the cars in front, as this is a major safety concern. • After pick up, vehicles should follow the U-pattern to gain street access. • If you wish to park your vehicle and walk up to get your child, please locate a legal parking space. Parking is available on Nuttall and Loudon Roads. Walk to the Early Learners Center main entrance and have your identification tag visible for staff to see. A staff member will assist your child out of the building. • If you walk to school, walk to the Early Learner Center main entrance and have your identification tag visible for staff to see. A staff member will assist your child out of the building.

Thank you for anticipated cooperation regarding the aforementioned information. We are looking forward to working with you and your child this school year.

***Sincerely,
The District 96 Early Learner Staff***