



KOLB ELEMENTARY

SCHOOL ARRIVAL & DISMISSAL PROCEDURES

DAILY SCHEDULE

- 8:40a.m.: Student Arrival (parent drop-off: West entrance/exit only).
- 8:40a.m.: School Bus Arrival (East entrance/exit only).
- 9:21a.m.: Student Attendance Reporting.
- 3:30p.m.: Student Dismissal Begins (students to parent pick-up, West exit then to school busses East exit).

STUDENT ARRIVAL & PARENT DROP-OFF

- The City of Bay City does not permit curbside parking along the “school side” or “South side” of Crump St. between Warner and S. Erie St. on school days from 8:00a.m. to 4:00p.m.
- Parents dropping students off in the a.m. need to pull into the school parking lot to the drop-off zone. Please do not park and exit your car in the drop-off lane. This is an express lane drop-off only. Use our parking lot parking spaces for school related business.
- Parking in our parking lot will be limited to parents, guests parking their cars to conduct school related business only. Parents are encouraged to use BCPS Transportation services (if available).
- All students dropped off by a parent, *express drop-off zone*, will enter through the West (parking lot) entrance/exit to the school. Students will not be supervised by staff until 8:40a.m. and should, therefore, not be dropped off prior to 8:40a.m.
- Parents need to communicate with the school office if their child will be arriving late to school.
- Any student dropped off by a parent after 8:51a.m. will need to enter through the secure main entrance. A student arriving after 8:51a.m. (more than 30 minutes afterward) will be marked (A)bsent or (E)xcused-(P)arent (C)onfirmed unless there are other approved circumstances.

STUDENT DISMISSAL & PARENT PICK-UP

- The City of Bay City no longer permits curbside parking along the “school side” or “South side” of Crump St. between Warner and S. Erie St. on school days from 8:00a.m. to 4:00p.m.
- Due to the limited parking space within our parking lot, parents are encouraged to use BCPS Transportation services (if available).
- Walking students will remain with their class using the dismissal route to school busses (East entrance/exit area). Classroom teachers will dismiss walking home students once outside the building (East entrance/exit area).
- Parents need to communicate with the school office or their child’s classroom teacher if their child will be picked up from school before 3:15p.m. No adjustments to dismissal arrangements will be granted after 3:30p.m. as dismissal procedures will be in motion.
- Any student picked up by a parent prior to 3:15p.m. will require a parent to check their child out through the main office. A student dismissed prior to 3:40p.m. (or less than 30 minutes prior) will be marked (T)ardy-(L)eft (E)arly or (more than 30 minutes prior) (A)bsent or (E)xcused-(P)arent (C)onfirmed unless there are other approved circumstances.
- Parents picking up their child(ren) after school dismisses will meet them at the student pick-up zone at the West entrance/exit. Students will be dismissed in the following order by classroom—5th Grade then 3rd Grade then 1st Grade then 4th Grade then 2nd Grade then Kindergarten. Please wait for your children in the designated posted grade level areas (see pick-up area signage) following State of Michigan social distancing protocol.
- With student safety in mind, students will not be released by staff to meet parents in their car, the parking lot area or along streets where parking is permitted. Parents are expected to meet their child(ren) at the designated student pick-up area.