



Ludlam Elementary School

Arrival/Dismissal Plan Parent Information

2024 – 2025

Arrival

School doors will open to all students beginning at 7:45 am. Please be advised that there is **NO SUPERVISION** at the school for students **before 7:45 am**. Therefore, students are prohibited from being dropped off on school grounds before 7:45 am.

All students will enter the school building via the main entrance of the school and proceed to the school's cafeteria. Please note parents are not allowed in the school building, unless entering to the main office. Breakfast will be served in the cafeteria FREE to all students from 7:45am-8:05am.

Pre-K-1st Grade Students

- **8:10 am:** Students will be picked up in the cafeteria and escorted to their classrooms by their homeroom teacher.
- **8:20 am:** Academic Instruction begins promptly at 8:20am. Students arriving after 8:20 to their classrooms will be marked late and will need a late pass from the main office to enter the classroom (No Exceptions)

2nd - 5th Grade Teachers/Paraprofessionals

- **8:25 am:** Students will be picked up in the cafeteria and escorted to their classrooms by their homeroom teacher.
- **8:35 am:** Academic Instruction begins promptly at 8:35am. Students arriving after 8:35 to their classrooms will be marked late and will need a late pass from the main office to enter the classroom (No Exceptions)

Dismissal

This year we will continue to use the Driveline Software application for dismissal. All students will receive a Family ID number. The Family ID number will be used the entire school year. Please ensure that the Family ID number is located on the dashboard in clear view for school staff members to see.

A staff member of Ludlam Elementary School will enter the student ID number on our application to notify the teacher that student is ready for pick-up. Students are to walk in a safe manner with supervision at all times to their vehicle and depart.

We ask parents to please remain inside their vehicles and immediately depart once student is inside the vehicle.

Pre-K-1st Grade Student Dismissal Times

- 1:50 pm: Bell rings and dismissal begins.

2nd - 5th Grade Student Dismissal Times

- 3:05 pm: Bell rings and dismissal begins.

WEDNESDAYS ONLY- ALL PREK-5th Grade Students

- **1:50 pm:** Bell rings and dismissal begins.

Parent Pick-Up Car Line

Our goal is to have student pick-up be a streamlined, efficient process. Parents will **remain in their cars** with the Family ID number displayed on the dashboard. Students will be dismissed from classes as their numbers are called. As students are dismissed parents will be directed to move down the parent pick-up line to ensure the flow of traffic.

Driveline Dispatch- Ludlam Elementary

Driveline Software App coordinates a rapid student release process while maintaining safety and order.

1. Parents are assigned a family number for all the siblings attending Ludlam Elementary School. **Parents display that number in LARGE PRINT** on the dashboard visible through their windshield as they approach the gate.



2. A school staff member enters the family ID numbers hanging in the vehicle window of the arriving parents.



3. The names of the corresponding students in that family have their names show up in the classroom indicating to the student where their vehicle is outside.



4. Students proceed to their vehicle and depart.

