

CARDS

Careful And Rapid Dismissal System

The CARDS plan provides an Ace Rider Number for every student and family at Tomahawk. Even those families who never intend to pick up their student(s) by car will receive Ace numbers. Assigning an Ace number to every student and family will allow us to utilize the same CARDS system to release all students directly to their families in a safe, rapid, and orderly way in the event of an emergency situation or catastrophic event.

DAILY DISMISSAL PROCEDURES

CAR RIDERS

- **Drivers prominently display their Ace number card(s)** when picking up students. Place on the dash or against the window so dismissal staff can read the Ace number and call inside for the student(s).
- **Drivers should form a line beginning at the entrance to Tomahawk on the Right Side** of the drive. A sign designates the location of where the line will start. Once the TH staff members come outside to begin the dismissal process, they will move the cars into the green zone to begin loading. The left side of the drive will be used as a THRU lane and no pick up or drop off is allowed in that lane.
- **All car riders** will be dismissed from their classrooms to the gym at 3:35, where they will be seated with their siblings. Students will be released to their cars when their Ace number is one of the vehicles in the green pick-up area.
- **Drivers** will remain in their cars as their students enter the cars. Staff will assist students as needed.

WALKERS/BIKE RIDERS

- **Walkers and bike riders** will be dismissed from their classrooms to the library at 3:35. When the dismissal bell rings, students will be escorted out the north front door (not the main entrance), out the kindergarten south door, or out the back recess door, depending on which way they walk home.

BUS, DAYCARE, EARLY CHILDHOOD AND A.M. KDG

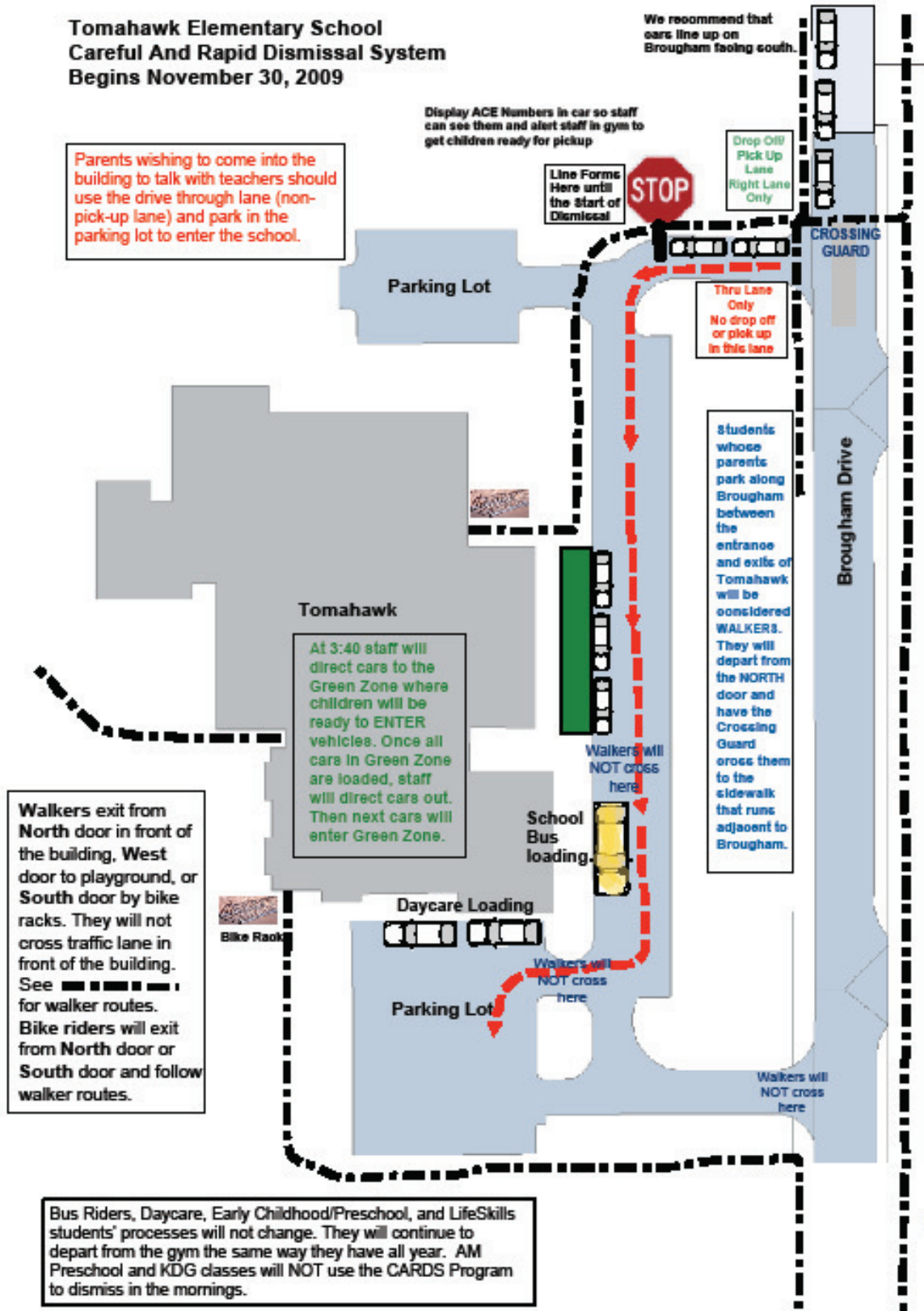
- Daily dismissal plan will remain the same as it has been this year.

OTHER INFORMATION

- If you wish to walk your children home, we recommend you meet them on the playground. For safety reasons, we will direct walkers away from crossing the car traffic in the circle drive.
- Students whose parents park along Brougham between the entrance and exit of Tomahawk will be considered WALKERS. They will depart from the north door and have the crossing guard cross them to the sidewalk that runs adjacent to Brougham.
- To keep traffic from backing up on Brougham, we suggest that drivers enter the pick-up line from the north (heading south), to avoid blocking northbound traffic on Brougham Drive.
- Parents wishing to come into the building to talk with teachers should use the drive through lane (non-pick-up lane) and park in the parking lot to enter the school.

Our goal is to safely and quickly complete the dismissal process within 10 minutes. Please understand that we may not reach this goal in the beginning. Be prepared for a longer wait and maybe even a bit of confusion for the first week or so. We appreciate your flexibility and patience as we implement a new system to keep our students, staff, and families safe at dismissal time. If you have questions about the process, please contact the office at 780-7690.

**Tomahawk Elementary School
Careful And Rapid Dismissal System
Begins November 30, 2009**



We recommend that cars line up on Brougham facing south.

Display ACE Numbers in car so staff can see them and alert staff in gym to get children ready for pickup

Parents wishing to come into the building to talk with teachers should use the drive through lane (non-pick-up lane) and park in the parking lot to enter the school.

Line Forms Here until the start of Dismissal

Drop Off/ Pick Up Lane Right Lane Only

Thru Lane Only No drop off or pick up in this lane

Students whose parents park along Brougham between the entrance and exits of Tomahawk will be considered WALKERS. They will depart from the NORTH door and have the Crossing Guard cross them to the sidewalk that runs adjacent to Brougham.

At 3:40 staff will direct cars to the Green Zone where children will be ready to ENTER vehicles. Once all cars in Green Zone are loaded, staff will direct cars out. Then next cars will enter Green Zone.

Walkers exit from North door in front of the building, West door to playground, or South door by bike racks. They will not cross traffic lane in front of the building. See [dashed line symbol] for walker routes. Bike riders will exit from North door or South door and follow walker routes.

Walkers will NOT cross here

School Bus loading

Daycare Loading

Walkers will NOT cross here

Walkers will NOT cross here

Bus Riders, Daycare, Early Childhood/Preschool, and LifeSkills students' processes will not change. They will continue to depart from the gym the same way they have all year. AM Preschool and KDG classes will NOT use the CARDS Program to dismiss in the mornings.