



Lumberg Student Arrival (Drop-off) and Dismissal (Pick-up) Expectations and Parking Procedures

Morning arrival and dismissal, for all of our 500 plus students, is an exciting time. Students are eager to start their learning and then share what they have learned with you at the end of their school day. To ensure the highest degree of safety and security for our students, here are Lumberg's expectations and procedures for arrival and dismissal. We thank you for following these expectations and procedure to ensure that all Lumberg students are safe and secure.

ARRIVAL Expectations:

- **Students may arrive at 7:30 a.m. for breakfast.** Breakfast is served from 7:30-8:00 a.m. If you want to enter the school and escort your student to the cafeteria for breakfast, you must sign-in per JEFFCO Safety and Security Policy.
- **If your student(s) eats breakfast at home they can arrive at school between 7:45-8:00 a.m. and are expected to go directly to their classroom through the inside of the school.**
- All students are inside the school during arrival time either eating breakfast from 7:30-8:00 a.m. or in their classroom starting at 7:45 a.m.
- **At 7:45 a.m. students are dismissed from the cafeteria to go to their classroom.** We ask that parents say "good-bye" to their student in the cafeteria. In this way, students can further build their self-reliance and autonomous learning. Additionally, it keeps our hallways clear for our students to navigate. Please note that Lumberg staff is there to assist and supervise students.
- All parents/guardians are expected to enter through our front (main) doors. We have adjusted this expectation this year, as we want to further strengthen our safety and security; again this is per JEFFCO Safety and Security policy.
- Starting at 7:45 a.m. students will be greeted at the West Parking Lot door by a Lumberg staff, and **only students** can enter through the west door from the west parking lot. PLEASE NOTE: We will no longer have any students entering from the east doors, so that we can provide more support in the main drop off/pick up areas.
- **Students are tardy by 8:05 a.m.** Tardy students must check-in with the office and get a tardy pass. Tardies disrupt a student's learning and impact how they enter into their learning for the day. Please make sure that students arrive by 8:00 a.m.

Arrival Parking Procedures:

- Lumberg has two designated “hug-and-go” spots/lanes to drop-off /pick-up your student(s). The main designated “hug-and-go” spot/lane to drop-off /pick-up your student(s) is located in front of the school off of 22nd Ave. The other designated “hug- and-go” spot/lane to drop-off /pick-up your student(s) is located on the west side of our building off of Pierce Street. You will see orange traffic cones highlighting the hug- and-go lane. You may not park by any of these cones, as this is a moving lane to drop-off/pick-up students: Hug-and-Go. Please note, that Lumberg staff provides morning supervision and support in the “hug-and-go” spots/lanes and crosswalks starting at 7:45 a.m.
- PLEASE NOTE that there are not 2 lanes in any parking lot. If you wish to park please find a designated parking lot space in front of the school, in the west parking lot or locate parking on the neighborhood streets.
- Lumberg has a designated bus drop-off/pick-up space directly in front of the office area. You may not park in this space, as this is for buses only.
- **The East parking lot off of Newland Street is a Staff parking lot only.** This space does not have a drop-off/pick-up lane. Please do not enter this area to drop-off/pick-up students.
- Here are some helpful tips from our School Resource Officer:
 - Do not parking in a crosswalk at any time.
 - Do not park in any of the areas with a yellow curb or 30 feet from a stop sign.
 - There are many street signs around schools. We recommend that you drive the area before the school year begins in order to safely pick-up/drop-off your student(s).
 - Please note that our SRO strives to be at Lumberg’s arrival and dismissal on a daily basis to enhance the safety of students, parents, staff and area residents.

Dismissal Expectations:

- **Students are dismissed at 3:00 p.m. from the outside door of their classroom. Parent/families can choose to meet their student(s) right outside their classroom door for 1st-6th grade. We ask that parents/families meet their student(s) outside versus inside the school per JEFFCO and school Safety and Security Policy.**
- If you have a Kindergarten student, parents/families must sign-out their student out each day with the Kindergarten teacher until otherwise notified. Please park in a designated parking space or on the neighboring streets.
- Lumberg staff supervises dismissal from 3:00-3:10 p.m.
- If students are **not** attending a designated after-school club, students must be off school grounds by 3:10 p.m. This is to ensure the safety and security of students.
- If students are **consistently not picked-up by 3:10 p.m. a REQUIRED parent conference** will be scheduled with the parent, student, teacher, and school administrator (Principal or Assistant Principal). This is to ensure the safety of the student(s).

- If a student is not picked-up by the closing of our school office hours (3:35 p.m.), the school staff will need to notify our School Resource Officer, Edgewater Police Department and/or Child Services. This is to ensure the safety of the student(s).

Dismissal Parking Procedure:

- Lumberg has two designated “hug-and-go” spots/lanes to drop-off /pick-up your student(s). The main designated “hug-and-go” spot/lane to drop-off /pick-up your student(s) is located in front of the school off of 22nd Ave. The other designated “hug- and-go” spot/ lane to drop-off /pick-up your student(s) is located on the west side of our building off of Pierce Street. You will see orange traffic cones highlighting the hug-and-go lane. You may not park by any of these cones as this is a moving lane to drop-off/pick-up students: Hug-and-Go.
- PLEASE NOTE that there are not 2 lanes in any parking lot. If you wish to park please find a designated parking lot space in front of the school, in the west parking lot or locate parking on the neighborhood streets.
- Once you arrive at the official drop-off/pick-up spot where you see a Lumberg staff member, and if you do not see your student(s) you will need to loop back around. We must keep the follow of the traffic to ensure a safe dismissal for students, families, and staff.
- If your child is in grades 4th-6th grade (and you want to save some time) the west “hug- and-go” drop-off/pick-up lane off of Pierce Street is more efficient, as it is located closer to their classrooms.
- If an older sibling is picking up their siblings to walk them home please work with your student(s) to identify a specific location on the Lumberg campus to meet (i.e. by the flag pole, by the office area, etc...). This will ensure that all you students have a plan and follow it for their safety and security.
- Please review your pick-up routine with you student(s) regularly. This will help students know on a daily basis who is picking them up; where they will picked-up; and/or how they will be getting home that day.

Picking-up a student before dismissal:

- We strongly encourage that students stay in school during the entire instructional day (8:00-3:00 p.m.). This supports students with their learning and it allows them to maintain consistent learning, as well. However, if a situation does arise where you need to pick-up your student before dismissal at 3:00 p.m. **you must sign your student out in the office and remain waiting in our designated area. This is per JEFFCO and school Safety and Security policy.** The office will call for your student and they will meet in you in the designated area.