**Chapel Hill Elementary School**

**Arrival**

Car Riders

* Drop off begins at 8:35am. Parents may not drop off before 8:35am due to no adult supervision.
* The drop off circle is located in the side parking lot closest to the water tower. Parents are to remain in the car and wait in the car line. No one is to park on Joppa Road or in the lot.
* Parents will pull up into drop off circle and will remain in car with mask on.
* A staff member will greet students at the car and assist students to the car rider waiting area.

Bus Riders

* The bus loop is located in front of the schools. Car will not be permitted in the bus loop between before 8:50am
* A staff member will greet students at the bus and will assist students to the bus rider waiting area.

Walkers

* Walkers should arrive at 8:35. The 2 walker drop off areas are located at the corner of the bus loop and Joppa Road and at the corner of Linkgerst and Joppa Road.
* Parents will wear a mask and walk their student to the walker drop off area and a staff member will be there to greet the students and walk them to the building.
* Parents may not walk past the drop area. Students are to wait for the staff member to walk them.

If a parent needs to bring a student to school after arrival, they should call the front office at 410-887-5112, and wait for a staff member to come to the car, greet the student, and assist them into the school building.

**DISSMISSAL**

* 3:10 first bell rings and students pack up and prepare for dismissal.
  + Bus riders will be called for the buses that are here.
  + Bus riders will go to the lobby and bus rider check in will begin as each bus arrives.
  + Car riders will be called to the gym and car rider check in will begin.
* 3:20 car rider dismissal begins
  + The car rider pick-up circle is located in the side parking lot closest to the water tower. Parents are to remain in the car with a mask on and wait in the car line. No one is to park on Joppa Road or in the lot.
  + Parents will display their Chapel Hill car pick up dismissal pass with your child’s name on it on their dashboard. (Passes will be given to families)
  + A staff member will identify each parent by the dismissal pass and call in to the gym for the student.
  + A staff member will assist students from the gym to the car rider pick up circle.
  + Parents should be prepared to show identification before the student can be released to the parent.
* When all buses are gone, the walkers will be called to meet in the lobby. Walkers will be taken by staff to the walker drop off locations.

Please contact the office if there will be a different routine for your child’s dismissal (i.e. someone different coming to pick up your child)

If a parent needs to pick up a student for early dismissal, the parent will call the front office, indicate the request, and wait in the car for a staff member to bring the student to the car. The parent should be prepared to show identification before the student can be released to the parent.