

# LILLARD Arrival and Dismissal Procedures

## Arrival Procedures

Our building will open to receive students at 8AM. Prior to 8AM, there will be no supervision. At 8AM, students report to classrooms or to the cafeteria for breakfast. The tardy bell rings at 8:30. Students not in class at this time will report to the office and sign-in as “tardy to school.”

## Car Riders Drop-Off/Pick-Up

Parents dropping-off/picking-up students should form a single car line in the loop on the north side of the building. For drop-off, please have your child ready to exit the car before arriving to the unloading curb so they can exit the vehicle quickly. Duty teachers will direct drivers to pull as far forward as possible in order to sustain a smooth and safe traffic flow. After your child is dropped off/picked-up, you may pull to the left lane to pass other stopped vehicles.

### Alternative: Park & Escort LOT

Parents are welcome to park in a parking spot and escort/walk their child through the parking lot to the crosswalk for drop-off/pick-up. If so, please only cross at the crossing guard station.

Children may not walk through the parking lot without adults. Parents must:

**PARK in a parking spot. ESCORT your child to/from the crosswalk.**

### Directions from Day Miar Road:

- Turn into school entrance between Danny Jones Middle School (DJMS) and MLIS.
- Then, turn into the third drive to the left. Move to the right curb to drop off students.
- After dropping off, you may pull forward and turn right, and exit the campus to Day Miar.

## Dismissal Procedures

All students need to be picked up promptly after school dismisses...4:00pm. Students are not allowed to be in the building after school unless they are with a parent or teacher. Students who have not been picked up by 4:15 will be taken to the office and parents will be required to come into the building to sign them out.




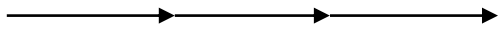


- **Bus Riders** will be dismissed by announcements and report immediately to the gym to wait for their bus. Once the bus arrives, **it waits seven (7) minutes before leaving.**
- **Walkers** will exit through the Lake Ridge Exit, follow the sidewalks to the crossing guard(s) to leave campus. They are not allowed to wait on campus after school.
- **Car Riders** will be dismissed by announcements and immediately exit the building using the cafeteria exit. Car Riders will line up along the north wall and remain alert for their ride. Drivers should pull as far forward as possible to allow for flow of traffic.



**Early Dismissal Reminder:** If you need to check your child out of school before the 4:00pm bell, please be in our front office by 3:45pm, at least 15 minutes before dismissal.

# LILLARD Arrival & Dismissal Traffic Flow Map



- Area where car riders are dropped off and picked-up.  
- GenEd School Buses ONLY in front of school. **BUSES ONLY**
- Regular Routes 
- Special Needs Routes 
- SPED Drop-off/Pick-Up 
- Parent Traffic 

*Our duty teachers are here for your child's safety, so please be patient and courteous as they work to help everyone arrive and leave in a safe and orderly fashion.*