

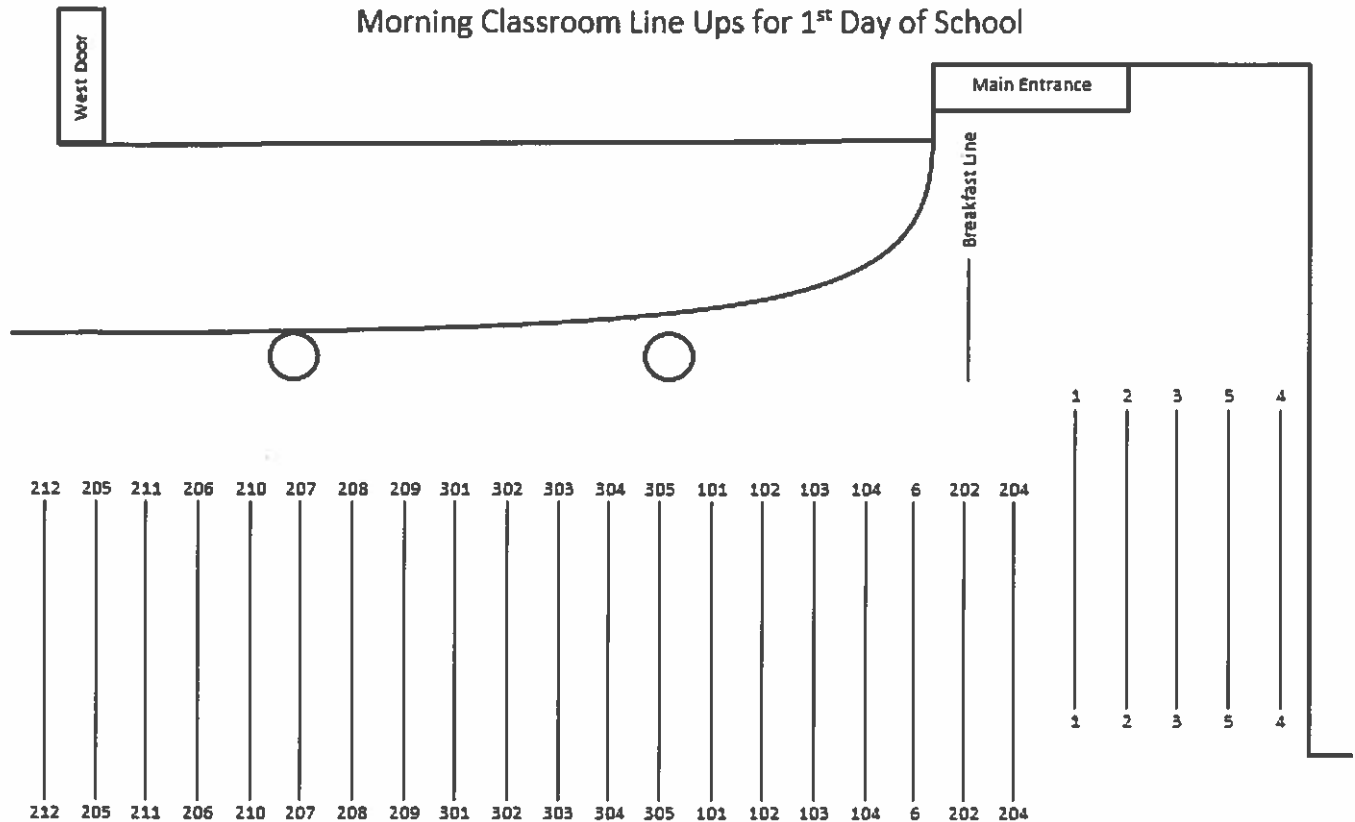
# 2017-2018 Arrival/Dismissal Information Packet

Dear Parents,

Please read the enclosed packet very carefully. The safety of our students and the orderliness as students exit the building must remain our highest priority.

Thanks in advance for your cooperation and support,

Dr. Georgia, Principal  
Mrs. Arroyo, Assistant Principal



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## Dismissal Selection Form

Please read the attached information and then complete this form. Return it to your child's teacher or the main office.

**SELECT ONLY ONE!**

My child is a:  Bus Rider (rides the bus home from school each day).  
 Parent Pick Up (meets an adult in a car on the circles).  
 Walker (walks home OR meets an adult then walks to a car to drive home).

Child's Name: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

## 2017-2018 Murphy 1<sup>st</sup> Day Arrival and Dismissal Information

**1<sup>st</sup> Day Arrival Information** - On the first day of school, students line up in front of the school and are escorted into the building by their teachers at 8:50 am. Lines for each classroom are painted on the sidewalk and staff will be available to help parents look up their student's teacher and where their line is located. Breakfast will be served on the first day. Prior to 8:30 am, students should line up by the main entrance and can report to the cafeteria between 8:30 and 8:50 am.

Parents bringing students to school the first day can wait with their children until 8:50 am when the teachers escort the students into the building. 1<sup>st</sup> day parking gets very full so please walk to school if possible. Please do not block other cars in the parking lot. Regular pick-up and drop-off procedures will start the second day.

Bus riders are dropped off on Greenwood Drive by the Murphy sign. They are escorted to the front of the building and lead to their classroom lines.

**1<sup>st</sup> Day Dismissal Information** - On the first day of school, students are dismissed at 2:20 pm. Dismissal procedures will be the same as regular day dismissal.

**Regular Day Arrival Information** - All students enter the building through the main entrance, which opens at 8:30 am. There is no supervision prior to 8:30 am so please DO NOT drop students off before then. Breakfast is served from 8:30 – 8:50 am. Students eating breakfast report to the cafeteria, other students sit quietly in the hall until the bell rings at 8:50. School begins promptly at 9:00 am.

Bus riders are dropped off on Greenwood Drive by the Murphy sign and come in through the main entrance.

Parents dropping off students, please use the West Circle and remember that the cars in the Pick Up/Drop Off Lane should pull ahead as far as possible and cannot be left unattended. In addition, there is no stopping in the Passing Lanes.

### Regular Day Dismissal Information

#### Busser Dismissal Information

Students riding the bus are escorted to the gym to find their bus route line. Upon arrival, students are walked out to the bus. Please make sure your child has a bus tag on their backpack. Please contact the school office (847) 270-9950 or transportation department (847) 270-9019 if you have any questions.

#### Walker Dismissal Information

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> grade walkers exit through the Greenwood Doors. 4th graders will be escorted from the mobile classrooms to the flag pole on Greenwood Drive. Siblings should meet at the flag pole. **Students who meet adults and walk to a car to drive home must follow these walker instructions!**

Please Note:

- 1<sup>st</sup> and 2<sup>nd</sup> grade students must be met by a parent, relative, or older sibling. Students will be brought back into the building at 3:40 if no one is waiting.
- Walkers must exit the school campus immediately. Students in the playgrounds must be accompanied by parents.

#### Parking Information for Walkers' Parents

To ease congestion and to increase student safety, all cars must be parked in marked parking spots. Parents are encouraged to use the following alternate locations (see attached map). Parking is allowed on the north side (only) of Midland, Locust, Elder, Willow and Pineview and on the east side (only) of Brierhill, Kenwood, and Clifton. Parking is also allowed on the west side of Greenwood Drive from the retention pond north to St. Paul's church. If parking in the neighborhoods, the crosswalks MUST be used!

Please note:

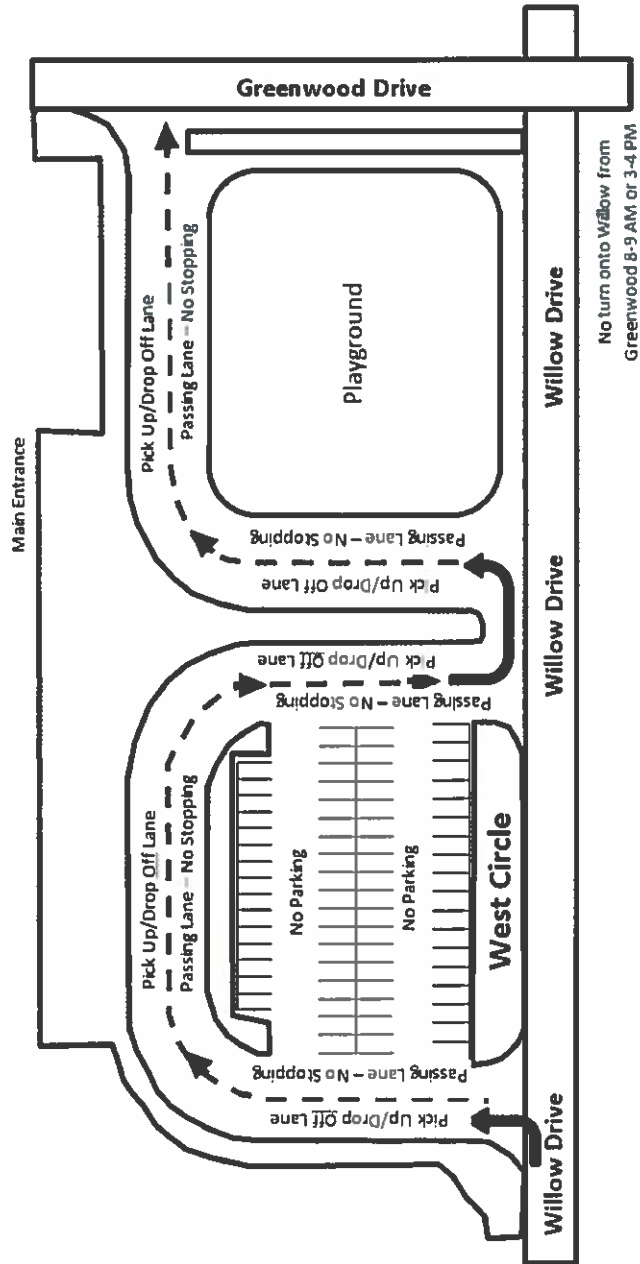
- Cars cannot be left unattended in the Parent Pick Up/Drop Off Lanes.
- Stopping in the Passing Lanes is prohibited.
- Parking in the parking lot aisles is prohibited.
- Parents driving cars to school are STRONGLY encouraged to use the Parent Pick Up procedures.

## Parent Pick Up Information

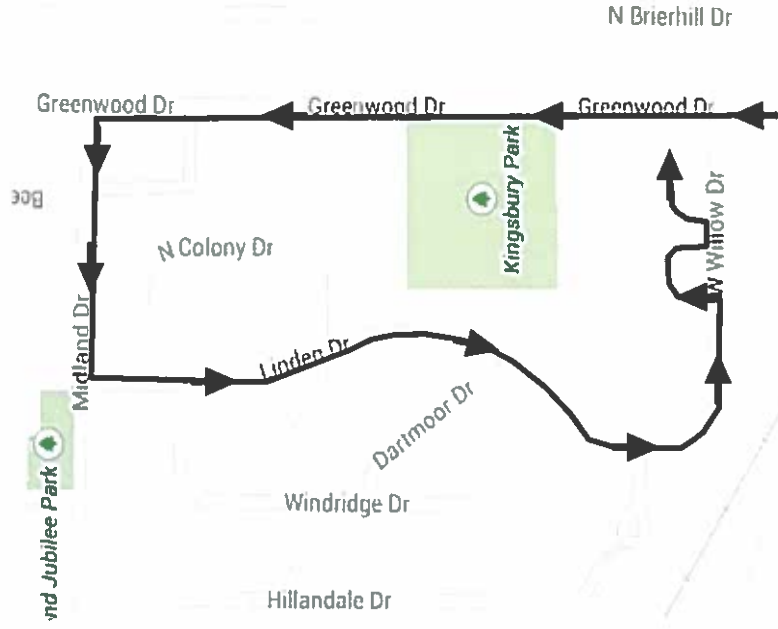
Parent Pick Up students are kept in the building until their car is in the Pick Up/Drop Off Lane on either the East or West Circle (see map below). Staff on the circles communicate with staff inside to send students out through the Main Entrance in the correct order. Parents are issued a number to post in their windshield. Cars should approach Murphy from the west from Linden and Willow. The Parent Pick Up line of cars fills the circles then extends onto Willow and Linden but moves quickly once students are dismissed. Please do not turn west onto Willow from Greenwood. After entering the West Circle, cars should pull all the way around where students will be coming out of the building.

Please note:

- Cars cannot be left unattended in the Parent Pick Up/Drop Off Lanes. Parents exiting their vehicles MUST use the Walker procedures.
- Please pull as far forward as possible before stopping and dropping students off.
- Passing Lanes must be kept open, stopping is prohibited.
- Because students will not be dismissed until parents are on the curb, please do not arrive at Murphy earlier than 3:25.
- Parking is not allowed on either side of Willow or Linden.
- Please be respectful of our neighboring subdivisions by not blocking driveways.



Parent Pick Up Traffic Flow Pattern on Murphy Circles  
 Parent Pick Up Traffic Flow Pattern Coming to Murphy



# Parking Locations around Murphy

