



Morning Arrival Procedures

*****No Students Should Arrive Before 7:20 am*****

K-5 Car Riders:

Kinder through 5th-grade students will be dropped off based on their grade level designated doors indicated on the map below. **Families with multiple grade levels can choose one of the designated drop off locations for all siblings. We highly encourage consistency for our families and students, if you are selecting to drop off multiple siblings at one location, to drop off at the oldest sibling's designated location since dismissal pick up is at the oldest sibling location with the exception of our Pre-K students.** The drop off areas are marked by signage. As you enter the Northside of the arrival/pick-up area, cars must use the passing lane (middle lane) until they can merge into the lane closest to the curb at their child's designated area. Note: For safety reasons, please do not let your child get out in the passing lane. We also ask that you do not park and walk across the drive to drop off your child. For the safety of our students and to allow for a smooth traffic flow, we ask that you do not exit your car to assist your child in getting out.

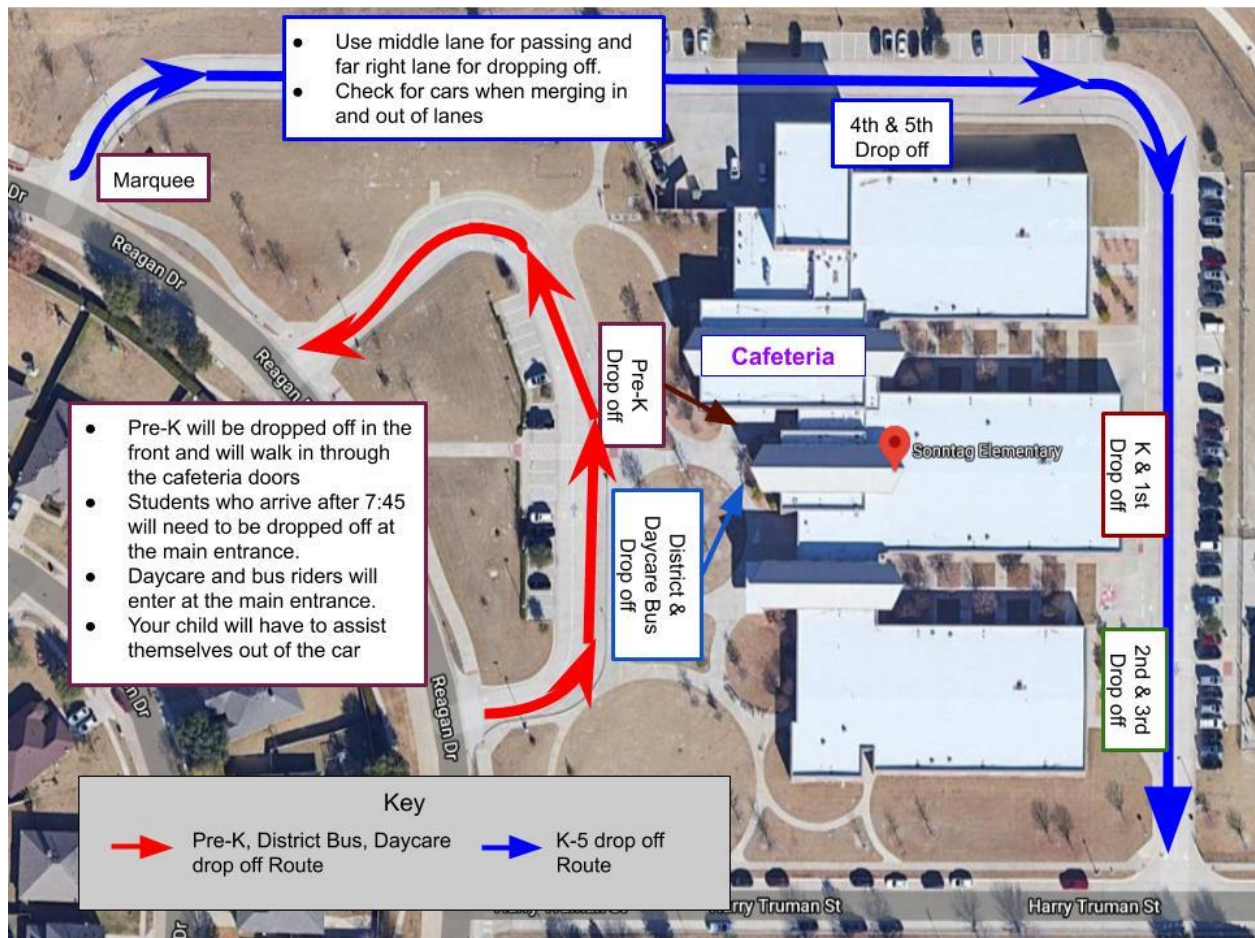
- 4th and 5th designated drop off location is on the side of the building by the gym.
- Kinder and 1st designated drop off location is in the back of the building at pod two.
- 2nd and 3rd designated drop off location is in the back of the building at pod three.
- Pre-K designated drop off location is the front drive. Siblings will enter through the main school doors, and Pre-K students will enter the cafe doors.

Prior to exiting the car:

- All students will report directly to their classroom and will use the hand sanitizer upon entry into the classroom.
- We will have staff members stationed throughout the building in order to assist any student who is new and/or does not know where to go.

Pre-K Car Riders:

Pre-K students only, (if they have siblings, the siblings may enter through the main school doors) will be dropped off in the front driveway of the school. We ask for the safety of our students, and to allow for a smooth traffic flow, you do not exit your car to assist your child in getting out. If they are not ready and/or need your assistance, please park in a parking space to assist your child. **Pre-K students will need to walk into the cafeteria entrance** to be greeted by a pre-k staff member. Pre-K students must have their mask on before entering the building.

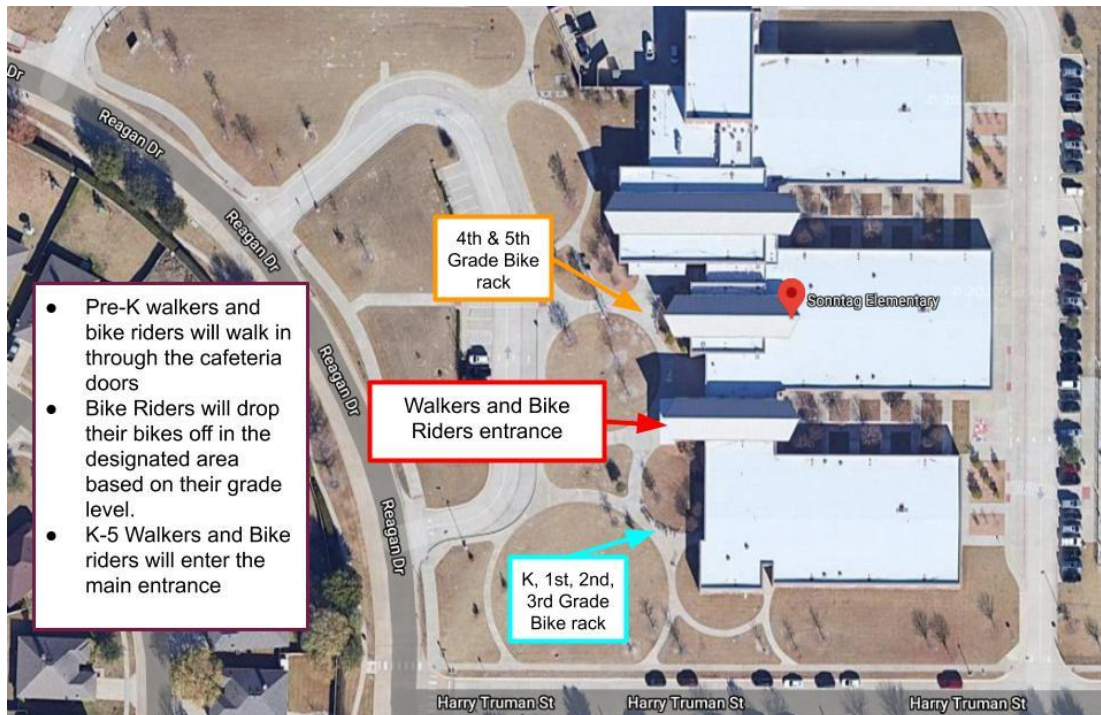


Walker/ Bike riders

It is imperative that all students who are walkers and bike riders go to the crosswalk located at Reagan Drive and Harry Truman. A crossing guard will be stationed there to assist students in crossing safely. Please discuss with your child the importance of not crossing anywhere but at the crosswalk. Walkers and bike riders will lock their bikes on the bike racks based on their grade levels. Please refer to the map on the designated bike racks based on grade levels.

I know it is tempting to cross at other spots, but it is a safety concern with the traffic flow. There will be one crossing guard located at Reagan Drive. For the safety of others, **thank you for discussing with your child when riding their bikes to school the importance of walking their bikes when they arrive on the school property.**

All walkers and bike riders will enter through the front doors of the school. Designated staff members will be stationed to assist students who need assistance on getting to their class as students report directly to their class between 7:20 - 7:45 am.



- Pre-K walkers and bike riders will walk in through the cafeteria doors
- Bike Riders will drop their bikes off in the designated area based on their grade level.
- K-5 Walkers and Bike riders will enter the main entrance

Students Arriving After 7:45 am

Students who arrive after 7:45 am are tardy and will need to report to the office to sign in. Please understand the Texas attendance law considers tardies as missing parts of the school day and counts towards truancy. Parents will walk their child up to the door monitoring video and inform the receptionist of their child's first/last name and teacher. The receptionist will give the student the tardy slip, and if needed, a staff member will assist the child in their classroom.

Breakfast (7:20-7:45)

Kinder-5th grade students will enter at their designated drop off doors and report to their classroom first. If a student needs a grab-n-go breakfast, they will notify their classroom teacher, who will send them to the cafe to grab their breakfast and return back to class to eat it. Breakfast will be available between 7:20-7:40 am.

All Pre-K students will remain in the cafe during morning arrival and breakfast time.

Tips to Help Get Ready for School:

- Practice with your child by making sure before getting out of the car, they have all their items ready so when you pull up to the drop-off spot, they are ready to get out of the vehicle.
- Practice with your child getting out of the door, which includes unbuckling themselves, and opening/closing the car door.
- For the safety of our students and to allow for a smooth traffic flow, you do not exit your car to assist your child in getting out.
- Reiterate the importance of crossing at the crossing guard areas and walking bikes when on school property. All students will walk their bikes/scooters when on campus.

Dismissal Procedures

Dismissal for all students is at 3:05 pm. Students who are signed out by their parents prior to this time are marked as a leave early in accordance with the Texas attendance law and are considered as missing part of the school day.

Dismissal Changes

Our students' safety is of absolute importance to us at Sonntag, and we thank you for keeping your child's dismissal routine consistent. We do recognize there are days when changes are needed. If you need to make a change to your child's dismissal routine, please contact the front office at sonntag@friscoisd.org or by calling 469-633-3850 prior to 1:30, so we can ensure the change notification is received by both your child and their teacher. Please understand your child's teacher may not be able to check email throughout the day due to their instructional blocks, and a dismissal change could be missed. Therefore, we thank you for contacting the front office with any changes.

Bus Riders/Daycare Riders

Students who are daycare bus riders will be escorted to the Library by a staff member at the end of the day and loaded onto the appropriate bus. The front-drive is for buses and Pre-K only. We ask that parents do not park in the front area to pick up their children. Thank you for your understanding and cooperation to ensure student safety.

Walkers/Bike Riders

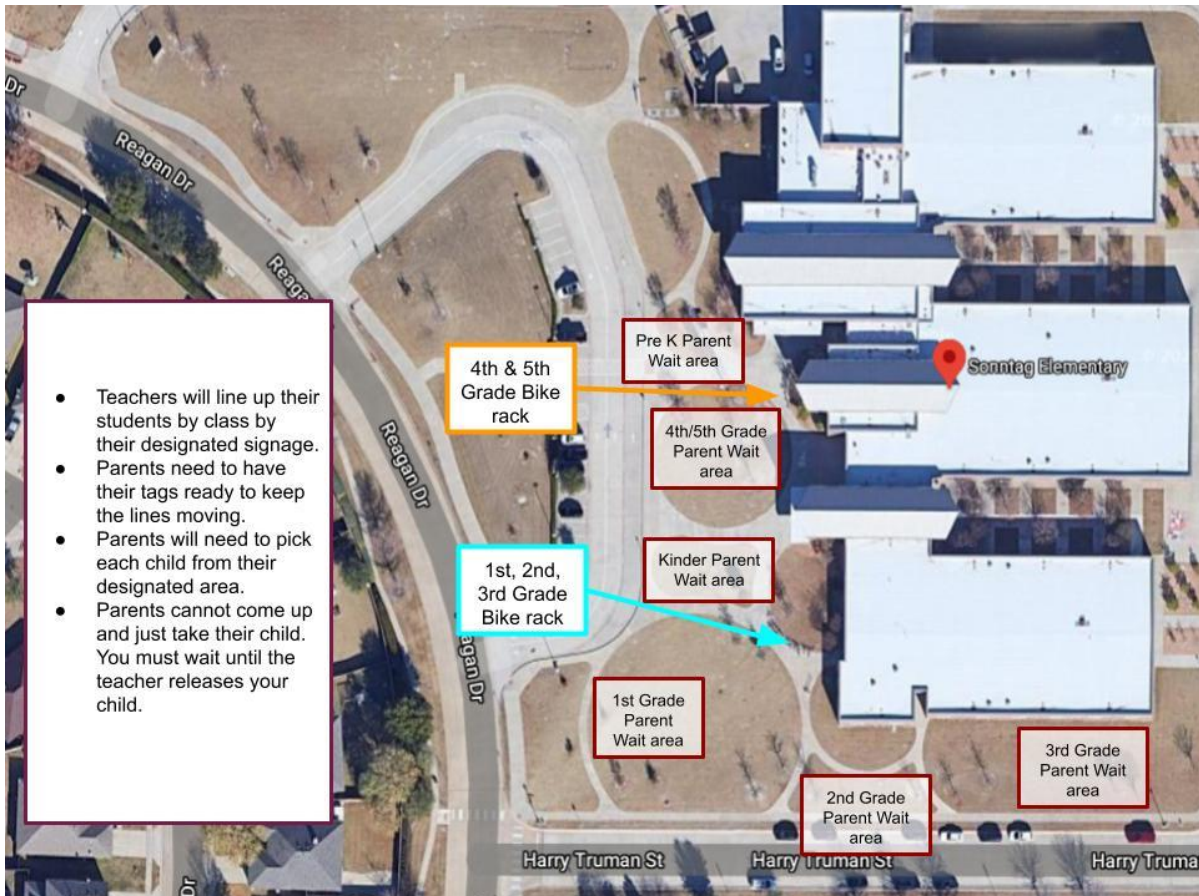
Walkers are defined as a student whose parent is picking them up at the walker area. For safety reasons, we will not release students to walk across the street if a parent is parked and waiting in their car. You have to come up and get your child at their designated walker area.

Walkers and bike riders will be escorted by a staff member to their designated area listed below to exit the building. Students will follow the staff member to their assigned grade level area where they will be dismissed. Bike riders will go to their designated bike racks, walk their bike to the crossing guard stationed at Reagan Drive and Harry Truman, and then proceed home. Parents who have parked their cars in the street and/or are walking home with their child can wait near their child's grade level area. We ask that parents wait until their child is dismissed by the teacher and to walk to you, so all students are accounted for at dismissal.

- Pre-K Walkers/Bike Riders: Students will be escorted and released from the cafeteria. Parents will wait in line with their [car tags](#) available in the designated area marked with signage. Teachers will release the students once it is your turn.
- Kinder Walkers/Bike Riders: Students will be escorted and released from the main entrance. Parents will wait in line with their tags available in the designated area marked with signage. Teachers will release the students once it is your turn.
- 2nd and 3rd Grade Walkers/ Bike Riders: Students will be escorted and released from the south side exit. Parents will wait in line with their tags available in the designated area

marked with signage. Teachers will release the students once it is your turn in line.

- 1st Grade Walkers/ Bike Riders: Students will be escorted and released from the south side bike rack from the exit. Parents will wait in the designated area marked with signage and also labeled on the map below.
- 4th and 5th Grade Walkers/ Bike Riders: Students will be escorted and released from the main entrance. Parents will wait in the designated area marked with signage and also labeled on the map below.



Car Riders

Car riders are defined as a student who will be picked up in a vehicle in the car line. Please do not mark your child a car rider if you are walking up

- **Pre-K Car Riders**
 - Pre K car riders will be escorted to the cafeteria. Cars will enter the front-driveway in front of the building. Use the right lane, and the teacher will be stationed to help guide traffic. For Pre-K only, the oldest siblings will be with them in the cafe for car rider dismissal. **By law we cannot put a Pre-K student in a car without a carseat. You will be asked to go home and get one if you show up without the car seat at dismissal.**
- **K-1st Car Riders**
 - Kindergarten and 1st-grade car riders will be escorted to the back of the building. Cars will enter the drive near the marquee and use the outside lane to loop around the building heading towards the back. Kinder and 1st-grade students will be positioned in their

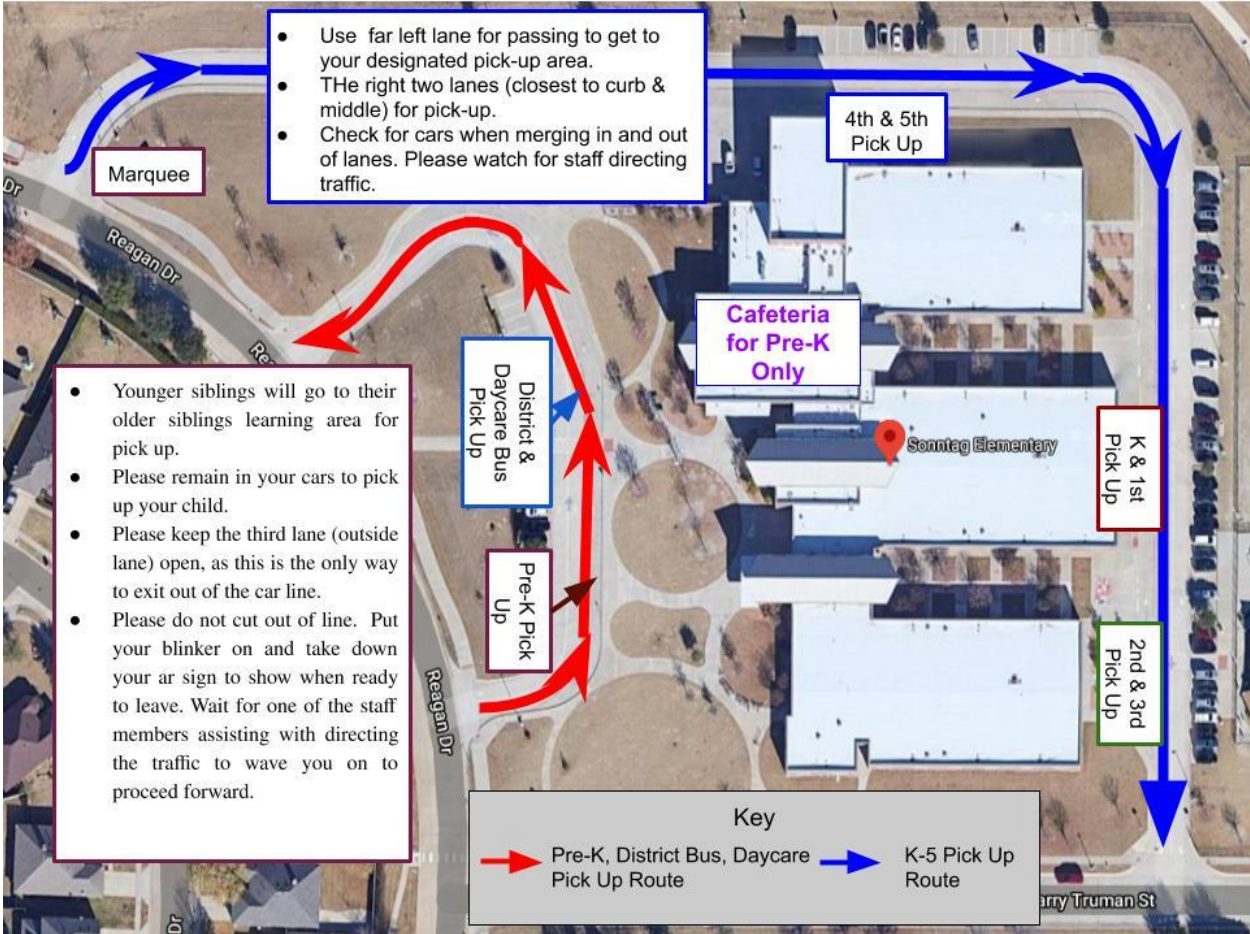
homeroom classroom. Use the inside and middle lane as you merge to the back of the building for pick up. The outside lane will be used to direct traffic out of the car loop line. A staff member will be positioned in between the inside and middle lane to help stop and move traffic. Teachers will be stationed to help guide your child to their car. Please do not get out of your cars.

● **2nd-3rd Car Riders**

- 2nd and 3rd-grade car riders will be escorted to the back of the building. Cars will enter the drive near the marquee and use the outside lane to loop around the building heading towards the back. 2nd and 3rd-grade students will be positioned in their homeroom class. Use the outside lane to go past the Kinder and 1st-grade pick lanes (inside and middle) as you merge to the back of the building for pick up. Once you pass the Kinder/1st grade pick up line, you will merge into the inside and middle lane for pick up. The outside lane will be used to direct traffic out of the car loop line. A staff member will be positioned in between the inside and middle lanes to help direct traffic. Teachers will be stationed to help guide your child to their car.

● **4th –5th Car Riders**

- 4th and 5th-grade car riders will be escorted to the north side of the building (where morning drop off occurs). Cars will enter the drive near the marquee and use the inside and middle lanes to pick up. The outside lane will be used to direct traffic out of the car loop line. Once your child is loaded, a staff member will help merge you into the outside passing lane to exit the car loop line. A staff member will be positioned between the inside and middle lanes to help direct traffic.



Car Rider Good Practices

- Drive slow through the car line. Student safety is our number 1 priority.
- Please have your car sign visible for staff to see. We prefer the sign to be in the passenger side visor area.
- You will see Coach K, our PE teacher on the North Side directing traffic, as well as myself, Mrs. Acosta, on the East side (playground area) directing traffic. Please watch for us to guide you through the traffic flow process.
- Younger siblings will go to their older siblings' learning area for pick up. For example, if the oldest sibling is a 3rd grader, and they have a kindergarten sibling, the kindergartener will be at the oldest sibling's pick up location.
- For Pre-K only, oldest siblings will be with them in the cafe for pick-up.
- Please remain in your cars to pick up your child. A staff member will guide your child in getting into the car.
- Please keep the third lane (outside lane) open, as this is the only way to exit out of the car line.
- Please do not cut out of line. Wait for one of the staff members assisting with directing the traffic to wave you on to proceed forward.

Thank you for your cooperation and patience with both morning arrival and dismissal.

Sincerely,

Mrs. Acosta, Principal