



Focus on Safety

Ruth Murdoch Elementary School Arrival and Departure Guidelines

Parents and students, your attention to this traffic control document, and cooperation with the guidelines are crucial to the safety of our children and our friends. ***The life in jeopardy may be that of someone very close to your heart.*** Please help us make arrival and departure a safe experience for all!

- Families will be given 2 blue cards with a traffic number for use at pick-up time. Students, please learn your number.
- Students will wait in the gymnasium, sitting quietly by classes, with their teacher. When their family traffic number is announced over the gymnasium PA system, they are dismissed to go outside to the loading/unloading zone. An adult will tell them when it is safe to proceed to their car **OR** parents may park in the parking area and come into the gymnasium to get their child.
- Those who walk or ride bikes home after school will be dismissed to leave through the gymnasium doors before traffic number calling begins. Students who accompany another sibling or neighbor child walking/riding bikes home should meet him/her in the gymnasium and immediately leave the school grounds. Please do not ride bikes, skate or scooter on the walk-way and pavements adjacent to the school; in the front or the back.
- Drivers, please follow the traffic flow directions (consult diagram on the reverse side)
- Drivers, have your traffic number in a **visible place**—driver's side front windshield
- Do keep your whole windshield and side windows clean and obstruction free to increase visibility
- Drivers, please remain in your cars (in the loading/unloading lane) during drop-off/pick up time. If your child needs more time and/or you need to come into the building, please park in the parking area.
- **Students should be picked up on time:** 3:30 - 3:45 p.m. Monday – Thursday; 12:15 - 12:30 p.m. Friday and half days.
- Please cooperate with those who are directing traffic
- Please follow the 5 mph speed limit while on campus
- *Public Safety will ticket vehicles/drivers for violation of safety guidelines.*

Students who are not picked up by 3:45 p.m. Monday – Thursday and/or 12:30 on Friday must report to the Extend-Ed room, unless they are in a music class, special help room or intramurals. The Extend Ed charge is \$3.76/hr. There is a \$12.00 fine for students who are in the building or on campus (and not checked in at the Extend-Ed room under their supervision) when they should have left campus.