



Robert Tucker, Principal
 Army Trail Elementary School
 346 Army Trail Blvd
 Addison II 60101
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Morning Drop-off Procedures

Kindergarten to Fifth Grade

Each morning all kindergarten through fifth-grade students will line up on the blacktop located on the North Side of Army Trail. In the event of cold or inclement weather students will be allowed to enter the building starting at 8:30. After entering the building, students will sit in the hallway in front of their lockers. **Students should not arrive before 9:15 on Mondays and 8:30 Tuesday through Friday.** All doors will close starting at 9:30 on Mondays and 8:45 Tuesday through Fridays. Any student arriving after those times must enter through Door 1 and be accompanied by a parent or guardian. Students arriving after 8:50 will be considered tardy.

***Car Drop off is located on the East Side of Army Trail in the parking lot. Students can only be dropped off between Doors 6 and 7. Please see the traffic pattern diagram for a detailed drawing. After exiting the vehicle students should either walk to the blacktop to line up or enter the building during inclement weather. To keep the line moving as quickly as possible, please follow these guidelines:

- Students should have all belongings with them, and parents should not exit their vehicles
- Students should exit the vehicle on curbside or passenger side of the vehicle
- Follow directions of staff members directing traffic
- Pull as far forward as possible and safely pull up close to the car ahead of you

Pre School Expansion

Students participating in the Pre School Expansion Program should be dropped off at Door 1 between 8:15 and 8:30. To speed up the drop off process, please do not exit your car or park in the driveway, a Pre School staff member will meet you at your car to get the students. Any students arriving after 8:30 must be escorted by a parent or guardian to the Army Trail Main Office to check in.

Head Start

Students participating in the Head Start Program at Army Trail should be dropped off at Door 6 between 8:00 and 8:10. To speed up the drop off process, please do not exit your car or park in the lot, a Head Start staff member will meet you at your car to get the students. Any students arriving after 8:10 must be escorted by a parent or guardian to the Army Trail Main Office to check in.

Army Trail K-5 Students			Pre School Expansion	Head Start
	Monday	Tuesday - Friday		
Arrival	9:15	8:30	8:15	8:00
First Bell	9:25	8:45	8:30	8:10
Tardy	9:30	8:50	8:30	8:10

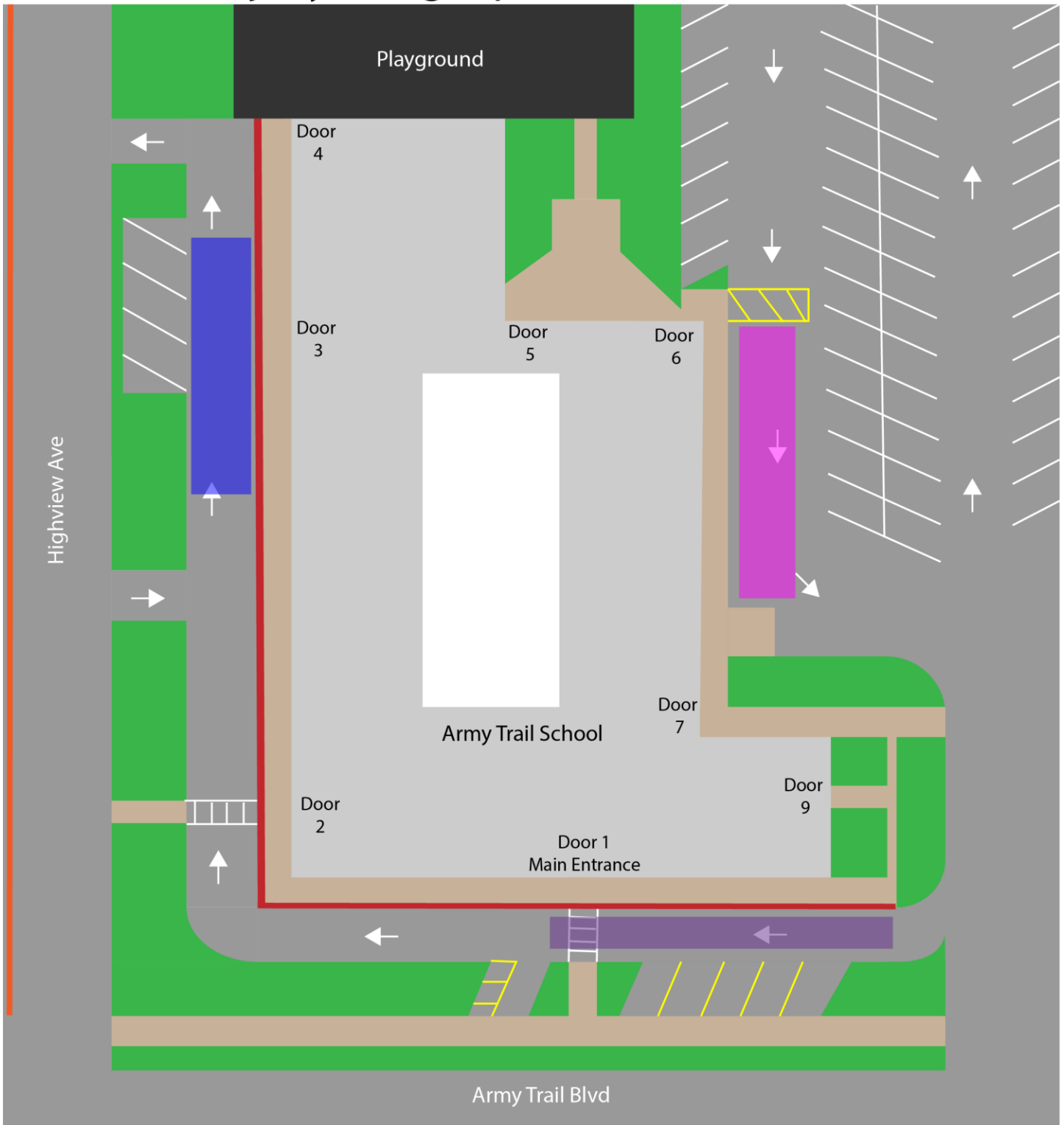
Be following these additional safety guidelines:

- For safety, no students should not be dropped off on Highview Ave.
- Parents are discouraged from parking in the lot and walking their students to the building
- Please do not park in the driveway, our driveway in front of the building is not wide enough to accommodate two cars. Parking in the driveway will keep other cars from getting through.



Drop off and Pick up Traffic Patterns

Dejar y recoger patrones de tráfico



K-5 Student Drop off and Pick up
K-5 Estudiante dejar y recoger

Daycare Bus Drop off and Pick up
Servicio de guardería para autobuses

School Bus, Pre School Drop off and Pick up
Autobús escolar, preescolar dejar y recoger

No Parking Anytime
No estacionarse a cualquier hora

No Student Drop off or Pick up
No hay estudiante que deje o recoja