

# Cabot School Arrival & Dismissal Plan

Getting your children to and from school safely is an important priority for your family, for Cabot Elementary School, and for the City of Newton. Please read the following information regarding arrival and dismissal as you decide your family's routines for the school year.

## General Information

Cabot School is located in a residential neighborhood that simply cannot accommodate a large number of cars. Since most students live close enough to walk to our neighborhood elementary schools, **families are urged to walk whenever possible**, thereby improving safety for all.

**Bikes** should be walked while on school grounds and locked to one of the bike racks. There will be bike racks at 4 locations; 2 near the playground, 1 in front of the gym near Cabot Street, 1 near the north parking lot off Bridges Ave. The school cannot be held responsible for loss or damage to personal property.

**Blue Zones** are areas designated by the City of Newton for the live drop-off and pick-up of students during restricted times. These areas are marked by blue curbs and signs. Cabot School has two arrival Blue Zones (on East Side Parkway and along the north side of the building, accessed by Bridges Ave.) and one dismissal Blue Zone (on East Side Parkway). Consider the following while deciding if the Blue Zone works for your family:

- **The Blue Zone is a “live” drop-off/pick-up line.** Drivers must stay in their cars, ready to move forward. Cars may only remain in the Blue Zone long enough for a child to enter/exit the car.
- Cars must pull as far forward in the Blue Zone as possible.
- Children must be able to buckle/unbuckle their seatbelts and open/close car doors by themselves in the Blue Zone. If you need to get out of the car to operate the doors or seatbelts, please park on one of the Park and Walk streets and walk your child to the playground plaza.
- There is no waiting in the Blue Zone - it is only for active loading/unloading.
- **Cars may not be left unattended for any reason. Please observe all posted signage restrictions. Violators will be warned and blue zone privileges may be revoked. Parking a motor vehicle in a blue zone is illegal and is punishable by a fine of \$25.**

If the Blue Zone regulations don't work for you or your child, please make plans to walk to school or to park in a legal spot and walk to the building.

## Student Safety Reminders

School hours are from 8:20 AM - 3 PM on Monday, Wednesday, Thursday, and Friday; and 8:20 - 12:30 PM on Tuesday. Cabot staff and faculty are not responsible for students outside these hours. Any student who is unsure of where to go after school should return to the main office, which will remain open until 3:30 PM. All students should follow general safety precautions with regards to being aware of their surroundings, crossing streets at crosswalks/green pedestrian signals, and wearing helmets while biking.

## School Pass

Parents are required to use school pass to indicate their child's default (“regular”) daily dismissal routine. Prior to October 1, parents can make default changes using the School Pass app or website. After October 1, please communicate any default changes to the main office.

Single-circumstance changes (play dates, early pick up, delayed arrival, absences) should be made using the School Pass app or on the website by 2 PM on Monday, Wednesday, Thursday, and Friday, and by 11:30 AM on Tuesday.

School Pass provides the critical information the office and your child's classroom teacher need to dismiss your child properly. Changes to School Pass automatically generate an email out to all adults associated with your family's School Pass account, the main office, and the classroom teacher. ***Please utilize this system to ensure a safe and orderly dismissal from Cabot School.***

## **Arrival Policies and Procedures**

Students are allowed to enter the building at 8:20 through the doors facing Cabot Park. Prior to that time, students should gather in the playground plaza area between the school and the park. The school is not responsible for students and no staff are on duty until 8:20.

### **Arrival on Foot/Bike**

Students should utilize the designated walking routes where possible and cross streets at locations with crossing guards and crosswalks. Students should congregate in the playground plaza area

### **Arrival by Car**

There are two arrival blue zones: along East Side Parkway and along the north side of the building, accessed by Bridges Ave. After getting out of the car, students should walk to the playground plaza area. There is a paved walkway to the playground plaza from the Blue Zone along East Side Parkway, which will be cleared of snow in the winter. Students using the Blue Zone at arrival must follow the rules outlined on the first page.

### **Arrival by Bus/Support Vans**

Buses and support vans will be met by an aide or support staff member and students will be brought to the playground plaza area.

## **Dismissal Policies and Procedures**

The school's responsibility for children ends at 3:00 pm (12:30 on Tuesdays and early release days); this extends to usage of the playground, plaza, and the surrounding neighborhood.

### **Dismissal on Foot/Bike**

Students will be brought to the playground area near Cabot Park. Parents/Guardians meeting students on foot should walk, bike, or park on surrounding streets and walk, to the playground plaza. Suggested "Park and Walk" streets are Blake, Withington, and Winchester. Families are encouraged to cross using the crossing guards at Bridges Ave., Blake St., and Winchester Rd.

- **Grades K-2** will be dismissed to a parent/guardian or other approved adult, or to a 3-5 sibling with parent approval; K-2 dismissal requires visual contact with teacher.
- **Grades 3-5** will be dismissed independently.

### **Dismissal to Car via Blue Zone (East Side Parkway)**

- Live 'blue zone' pick up is only an option for grade 3-5 students and those K-2 students who, with parental approval, are accompanied by their grade 3-5 siblings. K-2 students may not use the blue zone alone at dismissal.

- Students will be brought to the playground area near Cabot Park; from there Grade 3-5 students will make their way independently to the blue zone on East Side Parkway, collecting younger siblings on their way if approved to do so.
- The arrival Blue Zone on the north side of the building is not open at dismissal.
- **We appreciate your cooperation and we apologize for any inconvenience this may cause. Remember that student safety is our highest priority!**

### **Dismissal to Buses**

Kindergarten students will be accompanied by classroom assistants to the gym. Grade 1 - 5 students will independently make their way to the gym.

Once gathered, riders will line up by bus as indicated by signage (Boston, Newton, West Suburban YMCA, Boys & Girls Club, Oak Square YMCA). Staff will take attendance, and escort students outside to the bus lane.

### **Dismissal to Support Vans**

All K-5 students that are picked up by a van service will be brought by an aide or support staff member directly from their classroom to the vans, which will be located in the small parking lot on Bridges Avenue in front of the Cabot Street building entrance.

### **Dismissal to CASP**

K students in the Cabot After School Program (CASP) will be met at their classrooms by CASP staff and brought to the cafeteria. Grade 1 - 5 students will independently make their way to the cafeteria.

All CASP students will be dismissed from the north door cafeteria entrance.

### **Dismissal to Newton Community Education Classes**

Students participating in NCE classes will meet their teachers in the assigned classrooms. Parents will be informed of this location prior to the first class of each session. If there is any confusion or if an NCE teacher is not present, students should return to the main office and the Cabot staff will help resolve the situation.