

**Mokena Elementary School**  
Arrival/Dismissal Procedures  
2011-2012 School Year



**ARRIVAL PROCEDURES**

- Staff members assisting with arrival will be wearing an orange safety vest.
- Supervision begins at 8:30 am. Students **are not to arrive** prior to this time.
- The MES bus lane is reserved **ONLY** for District bus use or emergency vehicles. One of two locations may be used by parents/guardians to drop off students in Grades 1-3 in the morning – the front of MES using the sidewalk adjacent to the front parking lot or the small crosswalk by the bell to the west of the Playscape playground. Kindergarten students are to be dropped off by the south end of MES near the Seascapes playground. **(see attached MES Arrival/Dismissal Map)**
- For safety reasons, please make sure your child(ren) always exit your vehicle onto the sidewalk.
- **Parking is not allowed at the designated drop off areas listed above.** If you are going to walk your child(ren) into the building, you **MUST** park your car in the designated parking lot – front parking lot for Grades 1-3; Metra parking lot for Kindergarten.
- Kindergarten students will meet in the South Gym. Students in Grades 1-3 will meet in the Central Gym.
- Outside supervision ends when the first bell rings at 8:55 am. The tardy bell rings at 9:00 am announcing the start of our instructional day.

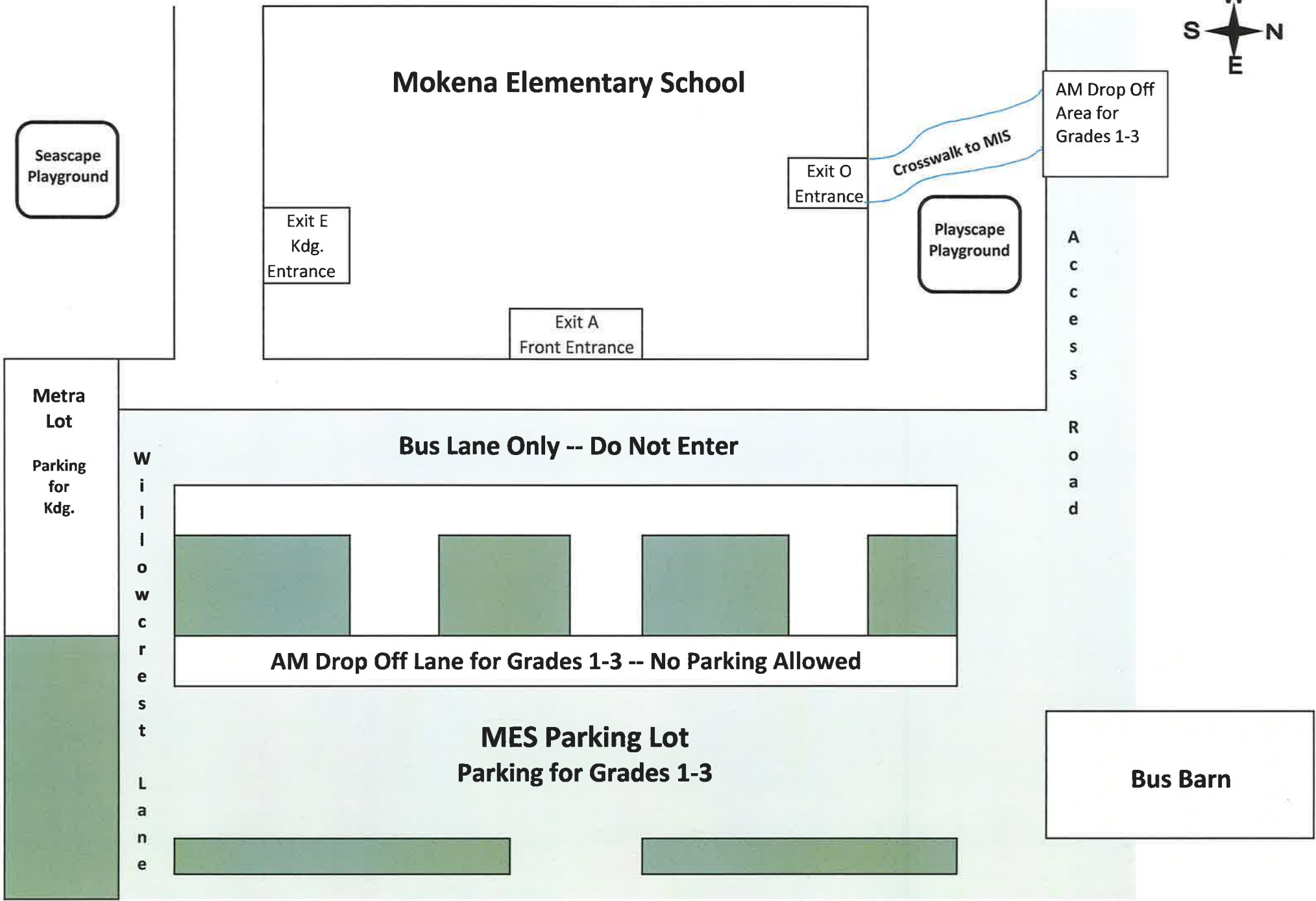
**DISMISSAL PROCEDURES**

- Staff members assisting with dismissal will be wearing an orange safety vest.
- Dismissal will begin at 3:07 pm. Students who walk, ride bikes, or are being picked up by car will exit the building first in the following sequence – Grade 3 from Exit W, Grade 2 from Exit A, Grade 1 from Exit B, and Kindergarten from Exit E. **(see attached MES Arrival/Dismissal Map)**
- All parents/guardians are to park and pick up students at the designated locations identified on the **MES Dismissal Map**. If you are picking up a Kindergarten student, you are to park in the Metra lot. Those picking up students in Grades 1-3 are to park in the main MES parking lot. Please exit your vehicle and proceed to your designated pick-up location. Parents/guardians of students in Grades 1-3 are to wait for their child(ren) on the sidewalk directly across the Bus Lane. Parents/guardians of Kindergarten students are to wait for their child(ren) on the sidewalk area by the Seascapes playground. **Please note that you will not be allowed to enter the building to meet your child(ren) during the dismissal process.**
- Exit Willowcrest Lane if you are parked in the Metra lot or closer to the south end of the MES parking lot. Use the access road that runs alongside the Mokena Library if you are parked at the north end of the MES parking lot.
- Daycare providers will pick up students at the small crosswalk used to go between MES and MIS. **(see attached MES Arrival/Dismissal Map)** Students attending daycare will be escorted to this designated pick-up location between 3:20 and 3:25 pm.
- Buses will enter the bus lane between 3:20-3:25 pm. Once buses have entered the bus lane, those MES students who have not been picked up will be held until bus dismissal is completed.

*Your patience, understanding, and cooperation in following the  
MES Arrival/Dismissal Procedures are critically important to ensuring the  
safety of everyone who is part of our MES family.*

*Thank you for your help!*

# MES Arrival Map



# MES Dismissal Map

