



Krout Elementary Arrival and Dismissal Procedures

The Krout staff is excited to start the 2026-2027 school year! We've been working hard all summer to prepare, with a special focus on improving our arrival and dismissal process.

Our top priority is the safety and well-being of our students. The procedures we've put in place are designed to ensure that every student arrives and is dismissed safely and efficiently. We ask for your cooperation in following these procedures to help keep all our Krout students safe.

Arrival Guidelines

- **Morning Drop-Off:** Please drop off your child on the east side of the building, in the playground parking lot. Students should only use the doors on this side of the building. These doors will open at 8:00 AM.
- **Students Exiting Cars:** When entering the east side lot, please pull all the way up to the first available number on the blacktop. This allows students in the first five cars to exit at the same time.
- **Car Line Movement:** Wait for the car in front of you to move before you move. Please do not go around other cars in line.
- **Parking During Arrival:** If you need to enter the building during drop-off, park in the center of the playground lot to keep traffic flowing smoothly around you.
- **Safety Reminder:** For the safety of everyone, please do not drop off your child on the west side of the building (Washington St. side). Only use the playground side for drop-offs. Our buses use the west side of the building for dropping off students.
- **Entering the Building:** Students will enter through the playground doors and go to the cafeteria if eating breakfast. Breakfast will be served from 8:10 to 8:30 AM. Students who do not eat breakfast will go to their assigned waiting area.
- **Bus Lane:** Only students arriving by bus should enter through the front doors. Students being dropped off should use the east side entrance only.
- **Late Arrivals:** If you arrive after the tardy bell rings at 8:45 AM, please bring your child to the main entrance (flag circle doors). Use the parking areas at the front of the building.

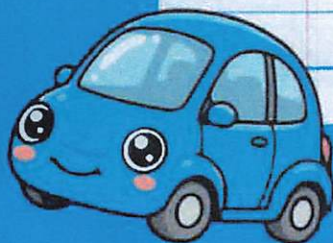




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Dismissal Guidelines

- **Student Pickup:** All students must be picked up on the east side of the building (playground lot) for safety reasons.
- **Bus Loading:** At 3:05 PM, buses will load only from the flag circle. Please keep all personal vehicles out of the flag circle and teacher parking lots from 3:00-3:30PM.
- **Pickup Procedure:**
 - Vehicles must enter Glenn St. from Melmore St. and proceed toward Krout.
 - We have permission to use the First Lutheran Church parking lot for overflow parking to avoid blocking traffic on Melmore St. (See attached map).
 - The playground gate will open at 3:10 PM. Drive into the playground parking lot and line up in a single-file line at the designated numbered spot given.
- **Name Tags:**
 - Place your student's name tag visibly in your window.
 - Vehicles without name tags will be directed to the center of the parking lot. In this case, the adult will need to enter the school with their driver's license to complete the pickup process.
- **Student Release:**
 - Students will exit the building through the playground doors when called by the monitors.
 - After securing your child in the vehicle, please continue around the playground parking lot and exit to the right onto Melmore St.
 - You will not need to get out of your car during this process.
- **Walkers:**
 - Walkers will exit through either the gold or blue hallway door, depending on the direction they're walking. This ensures the safety of all children using crosswalks.
 - Walkers will be dismissed at 3:15PM. This is to ensure the car pick up and bus traffic have had time to exit the building. Again, this is to ensure no one is walking out when cars and buses are exiting the building.



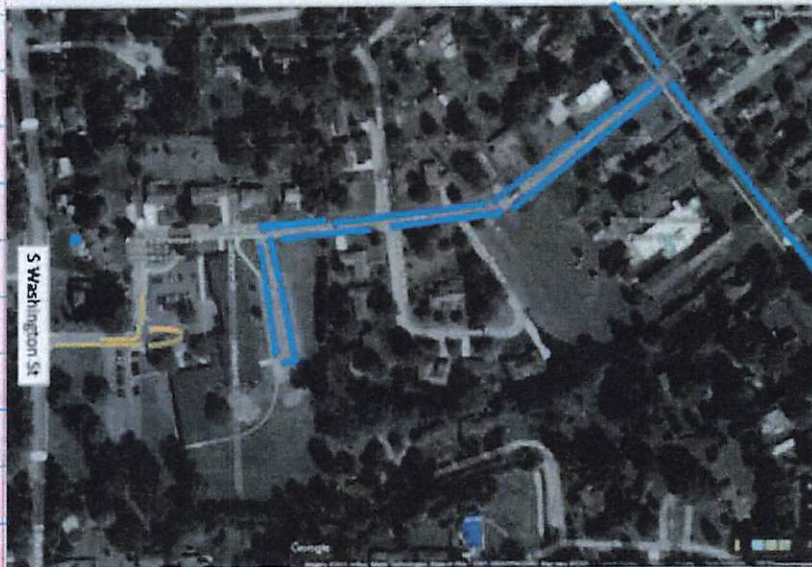


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Additional Information

- **Change in Transportation:** If your child's transportation plans change for the day, please contact the office before 12:00 PM or send a note. No transportation changes will be made after 12:00 PM.
- **Visiting the School:** If you need to visit the school to speak with staff, please park in the lot near S. Washington Street. All visitors must check in through our Raptor System using their driver's license.
- **Safety Reminder:** We do not have a safety patrol, so please be vigilant and help students cross the street safely.

Transportation Questions: If you have any questions about busing or transportation, please contact Randy Conger at 419-447-8729.



****Blue arrows indicate car routes and gold arrows indicate bus routes.**

