**Bucher Arrival & Dismissal Procedures**

**Safety is a primary concern in our student transportation, and the cooperation of students and parents in understanding our policies and procedures is essential.**

**ENTERING AND EXITING BUCHER ELEMENTARY**

Please enter the car rider line from Candlewyck Road. There is a 15 mph speed limit on all school properties. Anyone observed exceeding this speed limit and/or not adhering to the entrance/exit signs can be ticketed by the Manheim Township Police Department.

**CAR RIDER ARRIVALS AND DISMISSALS**

All car riders should be dropped off ONLY at the front car rider loop between 8:45-9:00 AM.

All car rider pick-ups at dismissal (3:40 PM) MUST also be done in the car rider loop.

**BUS RIDERS**

Students must ride their assigned bus to and from school. Students should arrive at their assigned bus stops at least 5 minutes prior to their scheduled pick up time. Because the bus drivers are responsible for student safety, students will be held to the same standards of conduct as they are in school. Students are not permitted to ride a bus other than their assigned bus at any time.

**WALKERS**

Students in the designated Bucher walking zone should arrive at school between 8:45-9:00 AM at the main entrance. **Doors are not opened prior to 8:45 AM for student entrance and there is no adult supervision.** **Any students arriving before doors open must have an adult waiting with them out front**. At dismissal, parents may wait for walkers outside the garden door. If you are in the walk zone, but drive to meet your student, please get out of the car to meet them. Never ask them to cross the car rider line or Brockton Road to meet you.

**LATE ARRIVALS AND EARLY DISMISSALS**

All students arriving after 9:00 AM or being dismissed early prior to 3:40 PM MUST BE ACCOMPANIED by an adult. Anyone dropping off or picking up students should park in front of the school and call the office as indicated on the sign.

**TRANSPORTATION CHANGES**

**Any changes to a student’s normal dismissal route must be submitted in writing to the school.** These can be sent with the student in the morning so both the teacher and the office can mark the change for dismissal. Please avoid same-day phone calls to the office for dismissal changes unless absolutely necessary. However, we realize emergencies happen. If you must change your child’s dismissal option at the last-minute, please contact the office by 3:00 PM.