



Meadow Lane Elementary School

2770 Balls Ferry Road, Anderson, CA 96007
(530) 378-7030 FAX (530) 378-7031

Karen Maki, Principal
Bill Johnson, Assistant Principal

Dear Meadow Lane Families,

I am excited to announce that Meadow Lane Elementary has grown to nearly 450 students, our largest enrollment yet! With such a large student body and the construction of our soon-to-open building, we want to keep our campus running smoothly and safely. To ensure order and safety for all, we are implementing some new procedures.

We recognize that this may be a change from previous practices, however I know our families value the security and safety of our students as much as I do. We are asking you to please carefully review and adhere to the following school procedures listed below. All procedures will go into effect on **Tuesday, 9/5/23**:

Arrival Procedures (7:30-8:00 AM)

- You are welcome to drop your children off in the cafeteria area or outside the gate by the car drop off zone.
- Playground supervision begins at 7:30 AM. Playground equipment is for students enrolled in Meadow Lane only. Sorry, we cannot be liable for unenrolled students on the playground.
- If you wish to escort your child to a school breakfast, please remain in the eating area and leave when school begins at 8:00 AM
- Classrooms are not open until 8:00 AM unless previous arrangements have been made with your child's teacher.
- Drop off by car is currently located in the parking lot in front of the preschool buildings. Please do not park in handicap stalls unless you have a handicap placard.
- Always watch for pedestrians walking in/near the drop off zone.
- Supervision begins **AT 7:30 AM. Please do not drop off students before this time.**
- Please do not drop off your child in the BUS ONLY ZONE before school.
- Please do not park in the church or businesses next to the BUS ZONE.

During Instruction (8:00-2:00 PM)

- Instruction begins at 8:00 AM, students who are not in class by 8:05 AM will be marked tardy.
- Any person entering the Meadow Lane Elementary school campus for volunteering, conferences, meetings, or to sign out their child(ren), during this time *must report directly* to the front office.
- There will be one entrance during the day for visitors. (during construction this location is the gate outside the cafeteria tables).
- ADULTS are not permitted to use student restrooms while on campus. Please ask a staff member for the nearest adult restroom locations.

- Parents who wish to volunteer in classrooms, please see our district policy for volunteers at cuesd.com or visit the front Office for more information.
- Classroom observations need to be requested at least 24-hours in advance and approved by the principal.

Dismissal Procedures (1:45 for TK/K and 2:00 for 1-5th):

- **NEW:** Teachers/staff will walk all students to the designated dismissal area located outside the gate near the preschool classrooms or the cafeteria area (for TK/K students ONLY).
- **NEW: Please do not wait outside classrooms or on the playground BEFORE 2:00 PM.**
- Parents and families, please wait in the car pick up line, outside the pickup gate, or in the cafeteria area (for TK/K students ONLY) when school is dismissed.
- If you wish to park at dismissal time, please use the parking lot in front of the preschool buildings or the temporary dirt parking lot across the street next to the Anderson Seventh Day Adventist Church. Please do not park in the businesses next to the bus loading zone or in the bus loading zone.
- **CARS-** pick up is located in front of the preschool buildings; wait in line to the right and pull up to the cones; students are lined up by grade level at dismissal and will be loaded into your car as quickly and safely as possible.
- The gate at the drop-off and pick up lot will be closed shortly after 8:00 AM and opened at approximately 1:45 PM for TK and K dismissal. Parents will be asked to wait outside the gate for their child(ren)'s arrival.
- **TK and K students may wait with teachers in the parent pick up dismissal area outside preschool building if they have older siblings being dismissed at 2:00 PM.**
- **WALKERS-** children who walk will be escorted by a staff member to the fenced walkway along the bus loading zone; they must wait for a staff member to safely walk them across Balls Ferry and/or Shady Lane.
- All inquiries and related school business will be directed to the front office.

Meadow Lane's new safety procedures will require continued effort by the entire school community to ensure the safety of students, staff and parents. The staff and I truly appreciate your continued assistance and cooperation with maintaining a safe campus for all our children.

As the construction project comes to an end, we will keep you notified of any changes to the above policies.

Please feel free to contact me, our Vice Principal Mr. Johnson, or Superintendent of Cascade School District, Mr. Provence if you have further questions or concerns at karen.maki@cuesd.com

Sincerely,

Karen Maki