

## Arrival Dismissal Procedure 2025-2026

Dear ISI Families,

Assalamu Alaikum Wa Rahmatullahi Wa Barakatuh.

InshaAllah, as we begin the new school year, please review the arrival and dismissal procedures to ensure safety and smooth traffic flow.

### Arrival (Drop-Off)

- Doors open at **7:30 a.m.** – no early arrivals.
- Drop-off entrances: **Saqib Haq Road** and **Esters Road (near the library)**.
- **Avoid using cell phones, parking on crosswalks, or blocking traffic.**
- **Two options:**
  1. **Carpool Lane:** Follow the attached map; staff/volunteers will assist.
  2. **Park and Walk:** Parents may park and walk students (6th grade and up may walk alone, 5th and under must be escorted).
- **Daycare, Preschool, KG:** Follow the same procedure. Faculty and PTO volunteers will be at entrances to assist.

**NOTE:** For a smooth morning routine, please drop off your child(ren) at the school's main lobby, where our Teacher Assistant, school staff, or PTO volunteers will warmly welcome them. We kindly ask that parents do not proceed to the classrooms.

### Student Drivers

- Student drivers may park only in the designated area shown on the attached map.

### Dismissal (Pick-Up)

- **Doors Locked:** 2:45–4:00 p.m. (no entry during this time)
- **Early Dismissal Cutoff:** 2:30 p.m. thus please plan accordingly for early release.

### Car Tags

- Each family receives 2 tags. Tags must be visible during carpool pickup.
- **No visible tag** → park and pick up from the office after dismissal.

### Pick-Up Lane Entrances

- Saqib Haq Rd & Esters Rd (near the library).

### Walkers (6th–12th Grade)

- Require parental consent and must use crosswalks.
- *Note:* "Walkers" are students who walk home or to a parked car in the school lot.

### Parental Consent for Walkers

- Parents must complete the *Student Dismissal Information Form* in RenWeb by **Tuesday, 8/12/25** if their child is allowed to walk home or to a parked car.

- **Login:** RenWeb Parent Portal → *Web Forms* → *Student Dismissal Information Form* → **Submit by 8/12/25**
- **Help:** School Office – Phone: 972-812-2230 Ext. 1100 | Cell: 469-475-1017

## Parking

- No parking on pedestrian crosswalks.
- Park in the designated parking area mentioned in the attached map.

## First Week Only

- Attach a **name tag** with grade and parent contact info to your child's uniform.
- Place an index card with contact info inside the book bag.

## Video

The Parking MAP and Guided Video of Arrival / Dismissal procedures may be found below.

<https://www.youtube.com/watch?v=Slb2lPK09lk> Watch dismissal video on School's Youtube channel & subscribe for content updates!

Safety is our top priority—thank you for your cooperation and patience.

**JazakAllah Khair,**  
ISI Administration

