

Arrival and Dismissal:

The When, Where, and How

Following you will find a helpful guide to our arrival and dismissal procedures.

Morning Arrival



Car Drop Off (ALL DIVISIONS):

All Divisions - Lower, Middle, and Upper School Parents

Timing: Parents drop off students at the main entrance starting at 8:00 a.m.

Procedure: Please pull as far forward as possible along the front sidewalk all the way to the River Road exit for efficient and safe drop-off. Students are not permitted to cross the parking lot without parent supervision.

Early Arrivals (7:30 a.m. - 8:00 a.m.): ALL students arriving early must report to the gym in the AIM Community Center (ACC). Cars will stop at the ACC for drop-off as shown in the picture above. They will be supervised and sent to classes at 8:00 a.m. They are not permitted in the main building before that time.

Main Entrance Drop-Off (8:00 a.m. - 8:10 a.m.): Follow standard drop-off procedures.

Late Arrival (After 8:10 a.m.): Students arriving after 8:10 a.m. are considered late. Please drop them off in front of the main entrance to receive a late pass. They must not cross the parking lot without parent supervision.

Bus and Train Transportation (ALL DIVISIONS):

Early Arrivals (7:30 a.m. - 8:00 a.m.): Students using bus or train transportation should report to the gym in the AIM Community Center (ACC) if they arrive early. They will be supervised and sent to classes at 8:00 a.m.

Late Arrival (After 8:10 a.m.): Students are considered late and must sign in at the front desk and receive a late pass.

Train Station Walkers: Those walking from the train station to campus are asked to cross River Road ONLY at the designated crosswalk, located at the three-way stop at River Road and Manor Road.

Afternoon Dismissal

LS and MS Map



Upper School Car Dismissal Map



ALL – Dismissal Plans in SchoolPass:



- Students are expected to go home by bus, car, train, or dismissed to an afterschool activity as indicated in the SchoolPass app.
- SchoolPass is a web and app-based service implemented at AIM this year. It allows parents to indicate their students' daily dismissal plans and make real-time changes.
- If there is a change in dismissal plans, **parents must update their student's SchoolPass account no later than 3:00 p.m.** on the day of the change.
- If you are unable to access SchoolPass, you may also call the transportation line at 215-948-9301 or send an email to transportation@aimpa.org. For emergencies after 3:00 p.m., please call the front desk at 215-948-9367.
- Video tutorials on how and when to use the SchoolPass app can be found [here](#).

Dismissal Timing: Afternoon dismissal for all students will begin at 3:10 p.m.

Train Students:

Train students will be dismissed directly to the train station.

Bus/Van Students:

Bus/Van students will be dismissed to the main entrance as their respective buses/vans arrive and are checked in.

Carline Students:

Lower and Middle School Carline Students:

Lower and Middle School carline students will be dismissed to the ACC as their cars arrive and are checked in.

Lower and Middle School Carline Parents:

- To enter the Lower and Middle School carpool line, proceed on River Road and turn into the last AIM entrance near Sam's Place.
- Form a single car line as directed by staff.
- Please be patient as our first group transitions from their classrooms to the carline location.
- The carline will begin moving at 3:15 p.m.

Dismissal Staff: Starting at 3:10 p.m., dismissal staff will begin releasing students to authorized drivers. Staff will be available until 3:30 p.m.

After 3:30 p.m.:

- Remaining students will be brought to the front lobby or sent to Homework Club (available M-Th until 5:30 for \$25) to await pick-up.
- Parents arriving after this time must park and go to the front desk to pick up their student.

IMPORTANT NOTE for Lower and Middle School Students:

Lower and Middle School students are instructed to wait in their homeroom/last period class until their bus or car appears in our new SchoolPass dismissal app. **Therefore, you may not park and expect your Lower or Middle School student to be dismissed directly to you.** Thank you for your cooperation as we continue to strive to improve our efficiency and the safety of all students, families, and staff. If you require a specific accommodation for pick-up, please contact transportation@aimpa.org.

Upper School Carline Students:

- Effective Monday, October 2nd, 2023 AIM Upper School carline pick-up will move to the **Riverpark 1 parking lot** on the other side of Manor Road.
- Upper School carline students will be dismissed directly to the parking lot to meet their ride.
- Our neighbors at Riverpark 1 have kindly allowed us to use this temporary space. Out of respect for them, please **ONLY use the entrance/exit located on Manor Road** and **wait in the spots closest to Manor Road for your student(s) to arrive.**
- We count on Upper School students to be accountable for their own dismissal, and therefore they are not checked out through SchoolPass unless they ride a bus.
- **Please Note:** This area is **NOT** for parking and leaving your vehicle; it is only for drivers to wait in their vehicles for their students during the afternoon pick up window.

Upper School Bus Riders:

- Upper School students who ride the bus are expected to wait at the front entrance immediately after dismissal.
- Buses will not be held for late arrivals; students should arrange an alternative way home if they miss the bus.

Please be aware that this dismissal plan may be adjusted during the 2023-2024 school year due to construction needs.

Additional Notes:

Early Pick-Up: If you need to pick up your student before the end of carline, please arrange (also see SchoolPass) to pick them up **prior to 3:10 p.m.** You must park and enter the main building to sign out your student. Please do not "skip the line" or deviate from AIM's carline procedure, as it slows down the process for everyone and potentially poses safety risks for students and staff.

Important Note Regarding Public School Buses:

Please note that school districts do not permit non-resident students to board public school buses under any circumstances. If students on separate school buses plan to go home together, alternative arrangements need to be made.

Your understanding and cooperation with these arrival and dismissal guidelines contribute to a smooth and safe process for our students and staff. Thank you for your attention to these important details.