

# Arrival and Dismissal

## 2023-2024

Below please find some important notes and reminders about the start of the school year. Thank you in advance for your attention to the many details.

- **Morning Procedures: Doors open for students at 9:05 AM, school begins at 9:25 AM.**
  - **On the first day of school, parents of incoming Kindergartners are invited to walk their children directly to their classrooms.** At 9:30, all kinder parents will exit classrooms and stop by the Media Center for Tea and Sympathy! **Tea and Sympathy is an informal opportunity to gather together, meet other families, ask questions of the administrative team, and enjoy a breakfast treat!** The event will be held from 9:30-10:00 am. **For the remainder of the year, kindergarten students will report directly to their classroom to line up outside the door in the hallway-THIS IS A CHANGE.** Please be sure that kindergarteners who ride in a car or walk enter the double doors on the primary blacktop (side of building). There will be supervising adults and patrols to greet them!
  - **Beginning August 29th (THIS IS A CHANGE), all students (K-5) will report directly to their classroom and line up outside in the hallway; students will be supervised by an adult and a patrol.**
  - Pre-K and Autism families will continue to drop their students off at the outside All Purpose Room door and will be greeted by teachers and paraeducators.
  - Students wishing to receive breakfast will be sent to the cafeteria upon their arrival, from 9:05-9:20 am. We ask that all students who plan to eat breakfast arrive at 9:05 AM.

- Late students: Students who arrive after 9:25 AM will receive a late pass and be marked tardy by their homeroom teacher.
- **Afternoon Procedures: Students are dismissed at 3:50 PM each day, with periodic 1:20 PM early dismissal days.**
  - Students who are walkers will meet their families on the primary blacktop, nearest the kindergarten classrooms. **Walkers are students who are *walking* home, either by themselves, with a caregiver, or a friend-- not getting into a car. ALL car pick-ups must use the car loop.**
  - Students who take the bus will be called down to the All Purpose Room when their bus arrives. They will be supervised and assisted onto the bus by a supervising adult.
  - Students who are picked up by cars will line up in gymnasium. Students will be dismissed to their car by a supervising adult. All families picking up by car MUST use the car loop and should display their **official, bright green dismissal sign (2 per family)**. Car riders will NOT be dismissed to the parking lot, kindergarten blacktop or to Locksley Road.
  - **Students who are not picked up by 4:05 will be sent to the main office to call home for an immediate parent pick up. Please note that supervising adults are off duty at 4:05 and that the main office closes promptly at 4:30 pm each day.**
  - Any changes in dismissal plans should be shared in advance with the teacher and the main office.  
Dismissal changes after 3:30 pm will not be honored except in case of an emergency.