

Daily Life: Arrival and Dismissal (from [The Family Handbook](#))

Important information about daily life at our school, as well as some school policies you should know.

Entering and Leaving the Building

Students arrive each morning as close to 8:00am as possible, UNLESS the student is eating school breakfast and/or arriving by bus. Students (some with families, some without) will enter the building through assigned doors only and when let in by school staff. Regardless which door a student enters the school through, all students must report to areas outside the school specifically designated for students to wait for the start of the school day to begin.

Here is the arrival and dismissal location map for the 25-26 school year: [MAP](#)

Students enter the building through a designated door attended by a school staff member. In the afternoons, students will be dismissed at their designated pick up/dismissal areas. Parents and caregivers remain outside during these transition times.

The outdoor arrival and dismissal routines are extremely beneficial for students. Because students are escorted as a cohort by their teacher directly to class, we are able to start instruction almost immediately each morning, gaining significant instructional time. Additionally, we've seen that with time, practice, and guidance from our staff that all students can navigate their way to class successfully and independently.

These routines will also allow us to ensure that our buildings are as safe as possible – giving us more control over who is in our school at all times.

We are committed to purposeful family engagement with our families and feel strongly that our outdoor arrival and dismissal routines do not erode the opportunities family will have to engage with teachers, staff, and the life of the school. There will be ample opportunities to meet, volunteer, join in, and celebrate here at our schools with events such as Open House, PTO Coffees, Mystery Readers, and traditions like International Night and Appreciation Luncheons, to name just a few. If you are interested in volunteering in the school, please find out how here: <https://www.hayespto.org/volunteer>

When not waiting outside, students may wait for the initial bell in the following areas **ONLY**:

- Cafeteria (grades K-8)
 - *The cafeteria is open beginning at 7:40 for early student drop-offs*
 - *Do not leave your children unattended on the playground; staff is not on-site on playgrounds in the morning or afternoons to supervise students*

Staff Members will be positioned at doors and through the building to ensure a safe and orderly arrival.

At dismissal, students will leave the building through their assigned arrival/dismissal door; we ask that all caregivers in all grades meet your child at the assigned location.

Here is a link to the entire Family Handbook: [link](#)