

Arrival and Dismissal

2022-2023

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 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 week, kindergarten students will report directly to the gymnasium to line up and to be greeted by their teacher.
 - During the first week of school, students in Grades 1 (beginning day 2 for kindergarten) through 5 will report directly to the gymnasium where they will be greeted by their classroom teachers each day. By 9:20, students will walk to their classrooms with their teachers and begin instruction for the day.
 - Beginning September 6th, students 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 dismissal sign on the dashboard (to be provided). 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.