

## **Arrival and Dismissal** **2024-2025**

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**, August 26th, all students in **1st-5th grade** will report to the gymnasium to line up with their assigned teacher.
  - **On the first day of school, parents of incoming Kindergartners are invited to walk their children directly to the assigned classroom.** 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.**
  - During the first week of school, Kindergarten students will participate in the *Kinder Switcheroo!* Students will have the opportunity to meet and work with a variety of peers and in a variety of groupings during the first week of school before being officially assigned to a specific classroom teacher. Students will participate in fun and engaging learning activities within both kindergarten classrooms Monday through Thursday during the first week of school. Families will receive confirmation of their child's teacher on Thursday evening and students will officially join their assigned teacher on Friday! Please note, students will report to the same "homeroom teacher" each day during the "switcheroo" until they are officially assigned.

- For the remainder of the year, kindergarten students will report directly to their classroom to line up outside the door in the hallway. 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 27th**, 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. **The cafeteria will close at 9:20 am each morning; unless arriving by a late bus, students will not be permitted to access breakfast after 9:20.**
- 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; caregivers are NOT permitted to park in the lot during dismissal to pick up walkers from the primary blacktop. **Walkers, walk. Car riders, use the loop. This continued policy WILL be consistently enforced.****

- 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 BLUE 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. Students remaining after 4:30 will be sent to KAH after-care; there is an associated fee.**
- 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.
- **Car Loop Reminders:** For the safety of our students and families, caregivers are asked **NOT** to get out of the car when dropping off students. Please ensure that students are prepared to “hop out” of the car upon arrival. The patrols and supervising adults are there to assist. It is preferred for students to exit cars on the sidewalk side, not in the loop itself. In addition, to keep the flow and not cause a back-up on Locksley Road, families should **pull all the way up** to the top of the loop. Finally, to ensure that we are efficient during dismissal, please use the **BLUE** pick up sign provided to every family—it should be placed on the dashboard for easy viewing. We appreciate everyone’s cooperation as we strive for a safe and efficient drop off and pick up.

- **Bus Lane Reminders:** Cars are **NOT** permitted in the bus lane during the following times:

- 9:00-9:45 (arrival)
- 11:30-1:30 (PreK arrival and dismissal)
- 3:25-4:15 (dismissal)

If you have arrived after the school start time, you will need to park your vehicle in the parking lot and sign your child in at the main office. If you have arrived prior to dismissal for pick up, you should use the car loop or park your car and meet your child in the main office.