

# Student Drop Off & Pick Up Procedures 2011-2012

These procedures were established to help eliminate classroom interruptions, accommodate our security system, and to insure student safety in the building. School is in session from 8:25 a.m. – 2:45 p.m. All Visitors MUST sign-in.

Classroom schedules are very busy and small disruptions can result in the loss of valuable instructional time. If you would like to meet to discuss something with your child's teacher, **please call the teacher and make an appointment** to meet. We appreciate your cooperation and understanding.

## Drop Off:

- Parents may drop their students off at 8:05 **after** the buses have left the parking circle. If you are walking your child into school, please drop your student off at the main office attendance desk. Children will walk to their classroom independently.
- If your child is late, they need to be physically walked in to the building. Please sign them in at the attendance desk in the main office with Mrs. Boyd. The child will walk to the classroom independently.
- If your child forgets something at home (i.e., lunch, instrument, etc.) you may drop off the item at the main office and we will phone down to the classroom for your child to pick it up. (We try to limit this classroom interruption, so conferring with your child at home the night before may eliminate unnecessary phone calls and trips to school.)
- Please park your vehicle when visiting the school for any reason. Leaving a vehicle parked at the curb, when you have to enter the building, is unsafe. Thank you for your cooperation.

## Pick Up:

- Students who are picked up every day by parents and students who provide a bus slip for a parent pickup by 8:30 a.m., the morning of, are dismissed at 2:30 p.m. This allows parents to drive on the circle and leave prior to the school buses arriving (2:40 p.m.) to load children. To limit end of day class interruption it is important that parents/guardians adhere to the end of day dismissal time, prepare bus slips in advance (not waiting until the end of the day to prepare and submit). Parents may wait for a child(ren) in the lobby area. Students will walk to the lobby area to meet parents after they are dismissed. Please refrain from walking to your child's classroom.
- If you pick up your child for an early dismissal and return your child to school after the appointment, (i.e. doctor's dentist, etc.), please sign your child out and back in with Mrs. Boyd, attendance clerk, in the main office. Your child will walk independently to and from the main office.
- **Choir/Band Students:** Our 4<sup>th</sup> and 5<sup>th</sup> grade band and chorus meets at the end of the day. Choir meets on days 2,4,6 and band meets on days 1,3,5. If you are an everyday parent pick up or plan on picking up your child from school, students in band/choir will not be dismissed to the lobby until 2:45 p.m. So, those parents will have to wait until buses leave the grounds before departing.

We appreciate your support and thank you for your understanding with this important procedure for the 2011-12 school year.