



ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

Bus Arrival: Buses will disembark beginning at 8:20 AM. Students will enter the building through the main entrance and go directly to their classrooms.

Vehicle Arrival: Students may enter the building through the middle doors at 8:15 AM. Families are welcome to enjoy the playground prior to 8:15 AM, but ***there will be no adult supervision on the playground prior to the start of the school day***. Families may also wait in their vehicle until 8:15 AM. Families decide if they want to walk their child to the middle doors or let them walk by themselves. Only students will be allowed in the building during the arrival process.

Some other notes regarding students who arrive by personal vehicle:

- Parking is not allowed in the staff parking lot (along west side of the building) or on Main Street.
- If you choose to use the playground and/or walk your child to the middle doors, you must park in a designated parking spot.

DISMISSAL

ACE: ACE students will be dismissed at 3:05 and walk to the cafeteria.

Bus: Buses will be called one at a time. Students will line up in the hallway near the main office and then go directly to their assigned seat on the bus.

Pick-ups: Parents/Guardians who plan to pick their child up every day need to indicate this during registration (for new students) or verification (for returning students). The administrative assistant will have a list of students (PICK UPS), by grade level, who will be picked up each day.

For non-routine pickups (i.e. a student needs to be picked up for a medical appointment), please send in a note indicating this. Those students will be added to the PICKUP list.

Please DO NOT CALL at dismissal time to make last minute changes.

Pick-ups will be dismissed at 3:00 PM. Grownups need to check in with the staff member by the clipboards to have the child they're picking up "signed out" (the staff member will check off the student's name to prevent the sharing of pens). Once the student has been "signed out", they will exit the building as follows:

- Students in kindergarten and first grade classrooms that face the playground (Morse, Hill, Bassett and Kelly) will exit through their classroom's exterior door:
 - Hill – **D16**
 - Morse – **D18**
 - Bassett/Kelly – **D14**
- Students in second grade classrooms will exit through the back doors (**D12**).
- Students in Haddock's, Hughes', Anderson's and Helfrich's classrooms will exit through the middle doors (**D15**).

During winter, when it is unsafe to be under the roof overhang due to ice buildup, all students will be dismissed either through the middle doors (**D15**) or the back doors (**D12**).

Early Pick-ups: When your child needs to be picked up early (e.g. for an appointment), the adult picking up will inform the main office by calling or using the entry system. The student will be called up to the front of the building. In the case of inclement weather, the adult may wait in the area right outside the office. Otherwise, they will have to wait outside the building. Calling ahead is encouraged to reduce the amount of wait time for the adult.