

Arrival and Dismissal Procedures 2013-2014 School Year

Pre-School - Start Time: 8:45 a.m.

Arrival: Children are not to arrive for class until 5 minutes before their session begins. Parents are to park in the marked parking areas or the community club parking area along the fence. They are then asked to walk their child(ren) into the classroom and leave promptly.

Dismissal (11:15) – Parents are to pick their pre –schoolers up using the bus loop by the main school. The teacher and aide escort the children to their cars.

Grades: Kindergarten – Grade 5 Start Time: 8:30 a.m.

Arrival: Students should not arrive at school before 8:00 a.m. Bus students are dropped off at the front door of the main school building. They are to proceed to the designated area. Students who are driven are to be dropped off at the front of the main school building. **Upon arrival, students are not to leave the premises for any reason.**

***Reminder: There is no parking in the bus loop and the busses have the right of way. If you anticipate any delays when dropping your student(s) off you need to park in a parking area and walk child in.

Dismissal: The elementary students (K-5) are dismissed at 3:10. The walkers proceed home and the bike riders walk to the bike racks

Parents who wish to pick up their student (s) should use the bus loop. The family names will be called over the PA system. The children will come directly out to the pick up area and be escorted to their car. If a parent is to pick up someone other than their own student (s) there must be: **1.) a note signed by the student's parent or guardian turned into the office for that day or in case of an emergency a phone call from parents, or 2.) previous arrangements made through the school office.** Dismissal supervisor will bring a sign out sheet to the car for signature. If a parent wishes to come into the building for any reason, they must park in one of the designated area and enter at the main school entrance. **All students being picked up by car should be picked up no later than 3:30.** The busses will begin to arrive at 3:25, **cars are not allowed in the bus loop at this time.** If a parent arrives after the time when busses have begun to come they must park in one of the designated parking areas.

Junior High Start Time: 8:10 a.m.

Arrival: Students should not arrive at school before 8:00 a.m. Bus students are dropped off at the front door of the main school building. They proceed to the designated area. Students who are driven are to be dropped off at the front of the main school building. **Upon arrival, students are not to leave the premises for any reason.**

Reminder: There is no parking in the bus loop and the busses have the right of way.

Dismissal: The Junior High students (6-8) are dismissed at 2:55 p.m. The students taking the bus are walked out to the bus by a Jr. High teacher. The walkers proceed home and the bike riders walk to the bike racks. Parents who wish to pick up their students should use the bus loop (they may line up behind the bus). Prompt arrival at dismissal time is required.

For families who have both Junior High and elementary students to pick up, the bus loop should be used. The student (s) may be picked up at the 3:10 p.m. dismissal time.

General Guidelines

Student drop off: If you drive your child(ren) to school please drop them off at the main door and proceed through the bus loop. If you have business in the school office please park in the designated center area and use the sidewalk to enter the building.

Bike Riders: Bike riders should be instructed to walk their bikes as they approach the school. They are to use the crosswalk if approaching from the East. They walk them directly to the bike racks and proceed on foot to the main school building.

In leaving the grounds bike riders are to walk their bikes using the cross walk.

Early Dismissals:

½ days when Dist. #12 provides transportation home:

Jr. High – 11:05 and K-5 – 11:30

½ days when parent pick up K-8 at 11:30

Parking in the main school parking lot please park in the center marked area “in between the lines”

Individual emergency changes for student dismissal. If you need to make a change in the mode of transportation for your child on any given day you may do so by calling the office **no later than 2:00 p.m.**

Bus riders must follow the District #12 rules and regulations. Only bus riders who are assigned a bus may take the bus home.