

2021-2022 Arrival/Dismissal Procedures

Note: Breakfast will take place in the cafeteria

Please refer to this document during the course of the school year

Name Tags

Please write your child's name and teacher's name on the name tag provided. Please have your child wear this name tag on the first day of school.

Walkers

If your child is a walker, we strongly encourage you to make sure that an adult is with him/her at all times. Breakfast students may start to arrive at 8:50. All other students may arrive between 9:05-9:15. If your child arrives after 9:15, he/she is considered tardy. A tardy note will be required.

Please do not allow your child to come prior to 9:05 and wait outside as there is no adult supervision.

- **Students are considered tardy after 9:15.**
- **Students will enter through our front door (door #1) or the side door (door #21) and be thermal scanned.** If an abnormal temperature is detected, the child will be assessed by our nurse. If an abnormal temperature persists, parents will be contacted.
- When dropping off your child, please do not block our front bus loop or driveway. Please park in a designated area and walk your child to door #1 or #21. Building staff will greet your child at the door and assist them with entering the building.

Bus Student ARRIVAL

If your child will not be riding the bus to school, we must have permission from you that he/she is permitted to walk.

Bus arrivals will enter through Door # 1

- Busses will enter our front bus loop and will exit students in a staggered manner based on the order in which they arrive.
- Staff will be located on the front sidewalk to assist as the students exit the busses. Upon exiting the bus, students will be guided into the building while adhering to the social distancing requirements.
- Once in the building, all students will be thermal scanned. Should a child have an abnormal temperature, they will be removed from the line to a waiting area for a minute, then they will be re-scanned. A small group of children will be pulled aside so that at no time a student feels singled out.
- If an abnormal temperature persists, the child will be assessed by our nurse and next steps will be determined.

Late Arrivals - after 9:15

- All students will use Door #1. They will receive a temperature screening and will be escorted to their classroom. For attendance purposes, any student entering the building after 9:15 will be marked tardy.

Dismissal

If you are picking your child up early, please send a note to school with your child. Please make proper arrangements for your child's care after school. Walkers will be dismissed first at the following times. Teachers/support staff will walk students to the doors. All K, 1st, 2nd and some special classes will line their classes up on the yellow lines.

Walker Times

- 3:15 Kindergarten students will be dismissed
Ingerson, Gerland, Cook, Overton & Morton will dismiss out the K door (#24)
- 3:20 First grade students will be dismissed
Brown, Bianchi and Pohl will dismiss out the K door (#24)
Lambert and Weirworski will dismiss out the UPK door (#21)
8:1 classes will dismiss out of the UPK door (#21)
- 3:25 Second graders will be dismissed out the UPK door (#21)
- 3:25 Grade 3 will be dismissed out of the front door (# 2)
Grade 4 will be dismissed out the middle school door (# 3)