



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.

Pick-ups will be dismissed at 3:00 PM out the middle doors.

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. It is unlikely you will reach someone after 2:30 PM given how busy it is and our limited personnel. If you must reach us, please leave a voicemail message.

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.