

2019-2020 Morning Drop Off Procedures:

*All students in all grades will be provided with Breakfast in the Classroom (BIC) at 8:20am. **STUDENTS WILL NOT BE ALLOWED ACCESS TO THE BUILDING prior to 8:15 AM. Students are not supervised in the school yard until 8:15AM when teachers arrive for morning line-up.**

<u>Grade</u>	<u>Procedure</u>
Pre-K	Parents/guardians/caregivers escort students to classroom beginning at 8:15am. Please use Baltic Street entrance to both enter and exit the building.
Kindergarten	Parents/guardians/caregivers escort students to auditorium. Teachers will pick up students from auditorium at 8:15am. Please use Baltic Street entrance to both enter and exit the building.
Grades 1-5	Parents/guardians/caregivers drop off students in school yard. Students will be escorted upstairs by 8:15am. Please use Butler Street entrance to both enter and exit. Parents/guardians/caregivers will not be allowed to walk through the building to get to the school yard.

2019 - 2020 Afternoon Dismissal Procedures:

<u>Grade</u>	<u>Clement/Inclement Weather</u>
Pre-K	Students are picked up by parents/guardians/caregivers from classroom at 2:30pm. Please the Baltic Street entrance to enter and exit. PLEASE SIGN OUT YOUR CHILD IN THE CLASSROOM.
Kindergarten	Students are picked up by parents/guardians/caregivers from the auditorium at 2:35pm. Students in K-101 & K-107 are dismissed from their classroom door. Please use the Baltic Street entrance to enter and exit. PLEASE SIGN OUT YOUR CHILD FROM THE AUDITORIUM OR THEIR CLASSROOM.
Grades 1-5	Students are dismissed from the school yard. Please meet your child inside of the school yard at their line spots at 2:40pm. Do not call your child off their line. This is a security precaution. Students must give the signal to their teacher before leaving. Please the Butler Street entrance to enter and exit the school yard. Parents/guardians/caregivers will NOT be allowed to enter the school yard from the building, nor will they be allowed to wait in the lobby area.

**As a safety precaution, parents/guardians/caregivers with children in both Pre-K/Kindergarten and 1st-5th grade may not walk through the building to drop off/pick up; they must drop off/pick-up Pre-K/Kindergarten students and exit the building using the Baltic Street entrance (main entrance) and then enter the school yard on Butler Street to drop off/pick up students in Grades 1-5.

***To ensure a safe dismissal, we ask that parents/guardians/caregivers not allow students to use the Early Childhood Playground until 2:45pm.

****Please be mindful of our neighbors and staff. Do not park in the designated staff spots located on 4th Ave. Also, do not block our neighbors driveways.

