

Morning and Afternoon Pick-up and Drop-off Procedures

The school day begins at 8:25 a.m. and the bus riders riding students are dismissed at 3:00 p.m. When the buses have left the school driveway, the town students and any students not riding a bus that day are dismissed. Bicycle riders leave immediately after the car line passes.

BEFORE AND AFTER SCHOOL - Pupils who are non-bus riders should arrive at school no earlier than **8:00 a.m.** Non-bus riders are asked to remain outside of the building until 8:00 a.m. unless they eat the school prepared breakfast.

Those who ride a bus may enter the building when the bus arrives. They will go directly to the gymnasium. The first bell rings at 8:25 a.m. and classes begin at 8:30 a.m.

Please be aware of the following rules when you drop students off at school in the morning and when you pick your child up from school in the afternoon:

1. ALL traffic will form a single line. Please do not park and leave your car in line, do not double park for it will block the flow of traffic.
2. ALL students will be dropped off in the north drive before school.
3. ALL traffic will exit the north drive in a single line. All traffic will exit to the right onto Congress after stopping. Please be aware of students walking across the crosswalk area.
4. Students in grades K, 1, 2, must be picked up in the front drive after school. Students in grades 3, 4, and 5 will be picked up in the north drive. Parents with children in both the lower (K-2) and upper (3-5) will pick up in the front drive.
5. Walkers and bicycle riders will be dismissed from the north side of the building after the car riders.

If your child has a doctor or dentist appointment scheduled for the end of the school day, please send a note to your child's teacher requesting that he/she be released some time before the 3:00 p.m. dismissal bell. Parents are asked not to send emails for a change in transportation.

We encourage parents not to make any changes in the transportation arrangements that are set at the beginning of the school year. If, however, changes do need to be made, please send a note to school in the morning specifying these changes. Include in this note the full name of the person who is picking up the student, not just "grandma" or "aunt". If it is absolutely necessary to have to make a change via the telephone, please try to do it before 2:00 p.m. or on early release days, one hour before the end of the day. In order for changes to be made over the telephone, the building secretary will ask the caller to identify the student's 4-digit pin number that was provided by the parent/guardian at registration. This system was created for the safety of our students. Please **DO NOT** share your child's 4-digit pin number with other adults and/or your child.