

EVANS PARK ELEMENTARY SCHOOL
PEARL RIVER, NEW YORK
Together We Can



Arrival and Dismissal
2019-2020



October 2019 Update... Please read carefully.

ARRIVAL

All students who walk or are driven to school should plan to arrive between 8:45 and 8:55 AM, when supervision is available. Thank you for waiting with your children until you see a staff member outside. Children should not enter the building before 8:45.

Please drive in the center of the driveway, NOT IN THE BUS LANE and pull up past the Student Drop Off Sign to release your child from the car. If your child requires assistance in getting out or retrieving their school bags, please pull into a parking space and walk them across. When you arrive behind a bus, you must wait until the red bus lights are turned off and drive to the end of the driveway before releasing children from the cars. **Private vehicles should NEVER stop to release children from the car in the bus area, behind buses or in the middle of the driveway.**

DISMISSAL

Parents coming to school to meet their children at dismissal must park in the lot or on the side streets; the whole stretch of the striped bus lane is needed at this time for loading buses. Please meet your children on the blacktop and leave the grounds once you have them.

Students going home by bus will go out the main entrance with the teaching assistant assigned to their bus; they may ride **only their assigned buses**. Parents who have a last minute emergency and need to pick up their child at dismissal time should enter the building and see the staff member at the window. She will provide assistance in retrieving your child while you sign the child out at the main office.

Changes in dismissal for over three hundred students require careful attention and monitoring. For this reason, all parents requesting any change must inform the classroom teacher in writing, preferably at the start of the day, **on paper, but no later than noon by email, which should be sent to your child's teacher and the office** so that teachers can obtain this information from their mailboxes at lunch times.

If you call after 12:00 noon, you will be asked to come in to the building to sign your child out. Students will then be brought to the main entrance (during last bus dismissal) to meet you. Your cooperation in minimizing the number of dismissal changes is appreciated; too many calls and parent entries leave an uncomfortable margin for error.

What cannot be stated too carefully and too often is that the children's safety is our first concern. Please adhere to all arrival and dismissal guidelines and share them with relatives or friends who may be coming in your place to drop off or pick up.

