

Arrival and Dismissal Procedures

Siwanoy School

At the end of this note is a diagram of where your children will line up when they come to school each morning. On the first day of school, parents may follow their children into the classroom. Starting on September 5, they should follow the procedures outlined below.

Students should begin to arrive at school at 8:15 am when supervision starts.

- Kindergarten students line up under the archway.
- Second and third graders line up by the main door according to the diagram below.
- First graders line up at the door on the left when facing the school, according to the diagram below.
- Fourth and fifth graders wait on the driveway near the door on the right when facing the school.

At 8:20 am when the first bell rings:

- K-2 students are in their lines and follow their teachers into the building
- Third graders are lined up and enter the building independently, going directly to their classes where their teachers will greet them.
- Fourth and fifth grade students enter the building independently using the door to the right and go straight to their classrooms. They will be greeted at the door by a staff member.

At 8:25 am the late bell rings. Students arriving after this time should enter the building by the main stairs and stop at the office to announce their arrival. Attendance is taken at 8:30 am when instruction begins.

Please make sure that your child is on time and ready to begin his or her day when the 8:20 bell rings. Everyone on time ensures a calmer, more productive start to the school day.

Dismissal at 3:05 pm:

- Students in K-2 are dismissed to a parent or caregiver.
- Third, fourth and fifth graders will leave the building and can meet a parent/caregiver at a designated location.
- **Fourth and fifth graders may walk home alone if we have a note on file.**
- Students exit the same door they enter by in the morning. Please see the diagram below.
- **If you need to change a dismissal plan during the day, please call the office as we cannot guarantee that an email will be read during the school day.**

Questions and Answers:

What if my child has PTA notices?

Children should bring notices to their classroom and give them to their classroom teacher.

What if my child forgets his/her sneakers, instrument, lunch, or homework?

Drop off the forgotten item in the main office. Mrs. Kildare will contact your child's classroom teacher.

What happens in inclement weather?

Look for the **red flag** at the main and the kindergarten doors. This is the signal for children to come inside **without their parents**. The exception to this is kindergarten parents can come in and wait in

the entryway (not hallway) until supervision arrives at 8:15. During inclement weather, children will enter the building at their designated door as soon as they arrive and wait in the hallway with one exception—**First graders enter the main door with second and third graders.** Supervision will be provided in all areas.

What if I need to contact my child’s teacher before school starts?

We ask that you **call** the school and either leave a message or leave a request that you would like to speak to your child’s teacher before the school day begins. You can always send in a note with your child. Emails may not get read in time to respond appropriately. You can also drop a note off in the office.

My child is having separation issues.

Whenever there are extenuating circumstances, please know that you can speak to the school principal, the school psychologist, and the classroom teacher and we will make arrangements. It is our experience that children have an easier time saying goodbye outside, lining up and coming into the building with their classmates. At other times, extra help is needed and a parent can ease the transition better than the school professionals. Every situation is unique and we will work together to provide your child with a smooth transition from home to school.

My child is bringing in a large project, instrument, or birthday treat.

You are welcome to help your child drop off the item. You may come in and drop the item off in the classroom or music room when the bell rings at 8:20 am.

The start of the school day is an important time for teachers and students and we expect students to arrive on time ready to enter the building at 8:20 am with their classmates. Teachers have a lot to do in the morning between 8:20 and 8:30 as they settle their students in while taking attendance, going over work and touching base with students as necessary, checking notices, and in some cases preparing them for a specials class. Please respect this process by finding a more appropriate time to address your child’s teacher. We appreciate your assistance during this important time of transition into the school day.

Below is a map of where your children will wait, line up and enter the building at 8:20 am.

Thank you.
Susan Gilbert, Principal

DIAGRAM OF ARRIVAL AND DISMISSAL LOCATIONS

