

**Updated Morning Drop-Off/Afternoon Dismissal Procedures**  
**DAISY INGRAHAM SCHOOL**  
**August 2019**

***Welcome to the 2019-2020 School Year!***

***In order to ensure the safety of our students, here is updated information regarding Drop-Off/Dismissal Procedures at Daisy Ingraham.***

- School Hours are 8:30 am - 3:00 pm, Monday through Friday, for all students in 4-year-old Pre-School through Fourth Grade.
- AM/PM Sessions for 3-year-olds in Pre-school are 8:30 -11:00 am and 12:30 - 3:00 pm.
- Students in Grades K-4 may be dropped off from 8:00 am on. Parents should walk their children to the cafeteria, where there is adult coverage, if they arrive before 8:15 am. From 8:15 am on, staff members will be outside meeting students at the designated drop-off area in the parking lot adjacent to the circle. Please drop your child off to a supervising adult and then move on so as to allow an efficient process for drop-off. Pre-schoolers should be walked into the school cafeteria by their parents/guardians at 8:25 am, where their teachers will meet them.
- Buses will line up in the circle and students will be dismissed from buses at 8:25 am. A Daisy staff member will meet each bus and supervise as children disembark the bus and enter the school. Students arriving on buses will go directly to their classrooms. We will have plenty of adults on duty in the morning to help children find their classrooms, especially in the first few weeks of school. Four-year-olds and kindergarteners will sit in the front of the bus and will be let off first. An adult will walk pre-schoolers to the cafeteria and will direct kindergarten and older students to their classrooms.
- At dismissal time (3:00 pm), teachers will walk each class of students to their buses and will supervise as students board each bus. There will be additional adults on duty to supervise students if not all buses have arrived. These students will wait under the overhang/roof at the front of the building with staff members.
- At dismissal time, before students are walked to their buses by their teachers, the office will announce when it is time (2:55 pm) to release students to the "Y" After-School Program, Park/Recreation Programs, Homework Room, other activities as well as students who will be picked up by parents/guardians. Staff members will collect younger students from classrooms to make sure they reach their appropriate destination.

- **Instead of “pick-up” taking place in the cafeteria this year, we will send students to the “Pit” area for pick-up by designated adults.**

**Parents/guardians are asked to walk from the parking lot through the play ground and to line up at the outside doors on the Northeast side of the school (toward the town library.)** Those designated adults picking up children are asked to have photo ID on them to ensure our students’ safety. Please understand that staff will ask for your ID until they know you well and that newer staff members supervising pick-up may ask for ID at any time. Students will be released to authorized adults only and those adults will sign out the children.

- For Pre-School students who are to be picked up after the morning session, this pick-up will take place in the main lobby. Likewise, students dropped off by parents/guardians for the afternoon session, will be met by teachers in the main lobby of our school.
- Please inform the office and your child’s teacher about daily routine dismissal plans in writing through a note or e-mail. Please specify days of week with specific dismissal plans if the plan (bus or pick-up) is not the same for every day.
- If your child’s usual dismissal plans change for a day (or longer), please send a note in with your child and/or call the school as soon as possible. It is best to contact the main office (860-399-7925) as early in the day as possible as dismissal time does get quite hectic.
- Please know that children will never be dropped off from the bus without a responsible adult at the bus stop to receive them. If the designated person isn’t there to receive the child, the bus will radio to the school and bring the child back to school and our office staff will call the parent/guardian to arrange for pick-up from the school.

*Thank you so much for following these procedures as we want to ensure the safety of our students at all times. If you have any concerns, please contact me.*

Thanks so much,



Ruth W. Rose

Principal

Daisy Ingraham School

860-399-7925

[rose@westbrookctschools.org](mailto:rose@westbrookctschools.org)