

Arrival Procedures

- Classes will begin promptly at 8:40 a.m. Students should arrive between 8:20 and 8:30 a.m.
- Students can be dropped off after 8:20 a.m. **There is no adult supervision prior to 8:20 a.m.** Buses will unload after 8:20 a.m.
- All students will line up in the hallway outside of their classroom. While waiting, students can read a book from their book bag or talk to their neighbor. Playing with toys or trading cards is not allowed during this time. At 8:30 a.m. all students will enter their classrooms.

If you will be driving your child to school: DO NOT DROP OFF IN THE FIRE LANE IN FRONT OF THE SCHOOL

There are two choices for drop off:

1. Drop-Off Loop: (preferred and easier and available for all grades) **The student drop-off area is the loop to the left side of the school.** There will be an OAS staff member to greet students getting dropped off. When you use the student drop-off, **pull up as far as you can and have your child exit your vehicle on the passenger's side directly onto the sidewalk.** Once inside, your child will proceed to their designated line-up area.
*There is no parking in the drop-off area. The traffic needs to flow for this drop-off area to work properly. If you need to park, please use the parent parking lot.
2. Parent Parking Lot: **The parent parking lot is the parking lot in front of the school.** Please park your car in a parking space and help your child out of the car. **Never let your child cross the parking lot or main driveway by themselves,** as the parking lot is very active during arrival, and it would be an unsafe environment for unsupervised children.

***Remember to say goodbye outside of the front door. Students should enter by themselves and go to their line-up area.**

Dismissal Procedures

- ✓ The school day ends at 3:25 p.m.
- ✓ All Kindergarten students will wear their lanyards the first day of school with their dismissal information on the lanyard. These lanyards must be worn to school every day for the first few weeks of school. If at any point in the year the lanyard comes home, please make sure it is returned the next day.

If your child goes to the YMCA Program: The YMCA staff will gather the students registered to their program in the all-purpose room, take attendance, and begin their session. To pick up your child from the program, you must call the YMCA staff.

If you are picking your child up from school:

- ✓ Parents picking their child up from school must park in a space in the parent parking lot and walk to the designated grade-level pick-up door. (Front door for grades Prek-2, Door 4 for grades 3-5) Please do not park in the drop-off lane.
- ✓ Prek-2 Students will be dismissed one at a time from the designated door (Note large grade level signs above the main entrance) by the classroom teachers on duty. Stand near your designated door at dismissal time, but please do not crowd the door. Please escort your children to your car—no student should be allowed in the parking lot unattended.
- ✓ **Please be prepared to show ID for the first few weeks.**
- ✓ Teachers will not release a student to an adult that is not listed on your emergency card. If you send someone to pick up your child who is not on your emergency card, you must send a note in to your classroom teacher. If unforeseen circumstances arise during the day, please contact the main office.

If you have more than one child...

- Regular Pick-Ups: For the few families that have more than one child getting picked up, we will send the older child to the younger child's location.
- Non-regular pick-ups with more than one child: If you are picking up for one day, you will need to get each child at their designated door the day you pick-up.