

CALF PEN MEADOW SCHOOL

395 Welch's Point Road, Milford, CT 06460

Phone 203-783-3521

FAX 203-783-3680

Everyday Arrival Procedures

- Students should arrive by 8:40 a.m. Students should plan to arrive between 8:20 and 8:30 am.
- Students can be dropped off after 8:30 a.m. **There is no adult supervision prior to 8:30 a.m.**
- Busses will unload at 8:30 a.m.

Students wait supervised in the hallway outside of their classroom. While waiting, students can read a book from their book bag or talk quietly to their neighbor. Playing with toys from home, or trading cards is not allowed during this time. At 8:30 a.m. all students will enter their classrooms to get ready for the school day.

If you will be driving your child to school:

*Most Important: Drive slowly and be patient. No appointment is worth jeopardizing child safety. **There are two options for Family Drop Off:***

1. **Parent Parking Lot: The parent parking lot is the parking lot in front of the school to the left (if you are facing the school).** (The parking lot in front of the school and to the right of the school is for CPM staff and busses only). Please park your car in a parking space, help your child out of the car, and walk him/her across (using the sidewalk area in front of the school) and to the front door. **Never let your child cross the parking lot or main driveway by himself/herself**, as the parking lot is very active during arrival, and it would be an unsafe environment for unsupervised children. Once in the front door, your child will proceed to their designated line-up area, where they will be seated with their classmates and supervised by teachers until it is time to enter their classrooms.

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

2. **Drop-Off Area: The student drop-off area is the main driveway in front of the school.** There will be a CPM staff member to greet students getting dropped off. The staff member will make sure children stay on the sidewalk and proceed to the front entrance. 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.** Your student will follow the sidewalk to the main entrance.

*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.

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Everyday Dismissal Procedures

The school day ends at **3:25 p.m.**

- All **kindergarten** students will be given 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 CPM After-Care Program:** The after-care staff will gather the students registered for their program, take attendance, and begin their session.

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. (K/1 will be dismissed out the door closest to the parent parking lot, including older sibling of kindergarten and first grade students. Grades 2 - 5 will be dismissed at the door closest to the field.)
- Students will be dismissed one at a time from the designated door 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 of school.

Teachers will not release a student to an adult that is not listed on your emergency card. If you send someone not on your emergency card to pick up your child, you must send a note into your classroom teacher. If unforeseen circumstances arise during the day, please contact the main office.

Walkers: Only students in grades 4-5 are allowed to walk home without an adult and they must have written permission by a parent, indicating “walker” on the signed Dismissal Form.