



Gale-Bailey Elementary School

New Procedures for the 2021-2022 school year

ID To Enter Building

As a reminder, in order to enter into any school building, you must present your photo ID, which will also be used to provide you a visitor's sticker/pass from the visitor's sign-in machine.

Arrival Times

CHILDREN ARE NOT TO BE DROPPED OFF TO SCHOOL BEFORE 8:55 A.M. We do **not** have staff available to monitor student safety. Students who are not participating in a school-sponsored activity or AlphaBest **should not arrive before 8:55 a.m.** **All students who arrive after 9:10 a.m. must be signed in at the main office by a parent or guardian.**

Dropping off Students in the AM – Begins at 8:55 AM. All students must be in their classroom seats by 9:10AM in order to NOT be marked tardy.

When dropping children off at school, parents must use the designated parent drop-off area which when entering the parking lot, turn right and follow the arrows to pull up curbside (where daycare vans drop off) and two staff members will greet you to help unload. **Students must exit from the right of the vehicles onto the sidewalk once the school staff member gets to your vehicle. For the safety of all students and staff, please DO NOT allow your student(s) to get out of the car without a staff member present as our school staff are ensuring all students are exited from cars onto the sidewalk safely.** Parents, for safety concerns, are **NOT** to use the bus lane, or Staff Parking Lot to drop children off.

Parent Pick Up in the PM – Begins at 3:40 PM

Students will not be released after 3:00 p.m. To have your child dismissed early at the end of the day as an early dismissal, you must be in the main office **before** 3:00 p.m. Calls to retrieve students from class will not be made after 3:00 p.m.

Parents are required to send an afternoon schedule change in writing to their child's classroom teacher and the front office staff, preferably the day before the change is to occur or by 11 a.m. the same day. **We can no longer accept dismissal changes by telephone. You can also send your request via email to the teacher and to our Vice Principal, Ms. Hawkins at (nhawkins@ccboe.com).**

Those students being picked up by their parents or guardians at the end of the school day will need to park and come sign their student (s) out with their teacher near the flag pole area. Teachers will not bring students to your car. The teachers across all grade levels will be located near the covered walk-way. They will have clipboards in hand for you to sign your child out, and they will be checking for your photo ID and will ensure that you are listed on the Emergency card, as well.

Bus Riders

Students who ride the bus in the afternoon will be dismissed at 3:45 pm. Teachers and designated staff will escort them to their dismissal locations to ride the bus home. Please, remember that transportation is a privilege, not a requirement. School bus privileges can be suspended for behavior problems and violations of school policy. Please, remind your child of the bus expectations to ensure they are safe while they are riding each day.

End of Day

Classroom activities continue until 3:45 pm. The end of the day is a busy time for teachers and students. Therefore, parents will not be permitted to go to or have a call sent to the child's classroom for any reason, unless prior arrangements have been made with school administration. **Please plan to be at the school at no later than 3:40 pm if you are arranging for your child(ren) to be a parent pick up. No exceptions!**

TRAFFIC SAFETY PROCEDURES

- 1. All traffic is one-way.** Based upon feedback, we have tried to provide more options for our parents with the drop off and in particular, pick-up process, at the end of the day. By having all lanes as one-way, we feel that this will provide a safer environment for our students, parents, and staff. **ONLY parents/guardians dropping off in the morning, daycare vans, and school buses will enter through the school lot in one direction (coming in the opening to the right of the school and exiting through the same area (please do not drive through the bus parking lot area). Parent pick up and daycare vans will enter through the back lane near the parked cars to pick up students and school buses will pull up to the front of the school (curb side) to pick up their students. We thank you in advance for following our traffic patterns.**
2. Please make sure that you are looking both ways, before moving, as we will have students walking in the crosswalks to enter cars and to load into their daycare vans.
3. Due to the new procedures, dismissal will require patience by all for the first few weeks until we get everything worked out. We appreciate you being patient and following the guidelines provided above to help ensure that all our children return home safely each day.

Thank you for your patience and continued support as we strive to keep our students safe while they are in our care at Gale-Bailey Elementary School.

Mrs. Scales & Mrs. Hawkins, School Administrators