

Student Arrival and Departure Procedures

Preschool is Monday through Friday with the following bell schedules:

- Preschools from 7:45am to 1:45pm for parent/guardian pick-up or bus ride home
- Elementary Schools from 7:45am to 1:45pm for parent/guardian pick-up; Students will ride the bus home at 2:45pm
- Except for Chimborazo Elementary, their schedule is from 8:15am to 2:15pm for parent/guardian pick-up; Students will ride the bus home at 3:15pm
- Childcare Partners from 8:00am to 2:00pm
- Robert Taylor from 9:00am to 3:00pm

In an effort to allow students to get the full benefit of preschool, on-time and regular attendance is critical. Please follow these guidelines:

Arrival

1. The school day begins promptly at 7:45 am. Students are allowed to enter the building beginning at 7:30 am. Please note arrival times vary based on school /child care center.
2. A student is considered tardy 30 minutes after the start time and parents will need to sign in at the front office and be prepared to provide a reason for the tardiness.
3. If your school has a car line, students must remain in their cars until a school staff member comes to get them.
4. Parents who are in the car line are not allowed to get out of their cars to enter the building.
5. Parents are responsible for unlatching students out of car seats.
6. If your school does not have a car line, parents should park safely in a designated area and walk their child into the building.
7. For students riding the bus, staff members will greet each bus and escort children from the bus to classrooms.

Departure

1. The school day ends at 1:45 pm (*Please note dismissal times may vary based on school /child care center). Teachers will accompany students to the bus or parent pick-up line and assist with boarding.
2. Car riders: Children must be picked up promptly at the end of the day. We are required to call Child Protective Services (CPS) if a parent is more than 1 hour late and has not contacted the school and no one is available on the emergency contact form.
3. After three occurrences of a child being picked up late (more than 10 minutes late), parents will be required to meet with an assigned RPS Preschool staff member to develop a "Pick Up Agreement Plan".
4. Parents must alert the school ahead of time if they are planning to pick up their child early. Students will not be dismissed to parents between 1:00 p.m. and 1:45 p.m. Transportation changes that occur after 1:00 p.m. can create safety concerns as dismissal processes are beginning at that time.