

Kindergarten Arrival and Dismissal Procedures

- ✓ Morning students arrive with all NES students at about 9:00 AM and enter through the main doors of the school. They walk to the classroom independently (with help from PTA volunteers and staff the first few weeks). All students should be in their classroom by 9:10 AM. Student drop off begins at 8:45 AM.
- ✓ Car and bus riders will be dismissed at 11:45 (car riders first). One kindergarten teacher will walk the group to the lobby. Parents should wait outside the main entrance, pick up your student and exit as quickly as possible. If parents aren't there for pick up, students will be monitored by an adult until parent arrives.
- ✓ Afternoon students, bus AND car riders, should arrive at approximately 12:55, enter through the main doors and wait in the lobby for Mrs. Hughes. Students will NOT be permitted beyond the lobby prior to this time. Mrs. Hughes will escort the students to the class for the first several weeks of school. Any late students MUST stop in the office to get a late slip AND be signed in by the parent. Students should be in their classroom by 1:10.
- ✓ Afternoon students are dismissed with all other students through the main doors when car riders or their bus is called. NES staff and 6th grade helpers monitor student dismissal closely.

Please keep in mind the following:

- All students should be dropped off and picked up at the **main entrance**. Please do not use the entrance near the kindergarten classrooms.
- If parents need to talk with the teacher please call, write a note, or send an e-mail. Teachers cannot conference during arrival or dismissal because they will be monitoring students.
- If your child is being picked up early, please provide a note and stop at the office to pick up your child. Be sure your teacher knows!
- To help build independence, parents should not walk students to the classroom. If there is separation anxiety, a NES staff member will help. We have learned the quicker parents leave the building the better the students will respond.
- Arrival and dismissal are monitored daily by multiple NES staff.
- All arrival and dismissal procedures are in place to help maintain safety and security, build our student's independence and allow for optimum teaching and learning.

Thank you for your understanding and support. Please call your teacher or Mr. King with questions.