

PARSONS MEMORIAL ELEMENTARY SCHOOL ARRIVAL AND DISMISSAL PROCEDURES

During times of Arrival and Dismissal faculty and staff will work to maintain a safe and organized environment. Please understand that during our first days of school each year, arrival and dismissal procedures *may take longer than normal*. We ask for your support, patience, and cooperation as we work together as a school community.

COMING TO SCHOOL

- **Arrival and early-drop off for students begins at 8:00am and continues until 8:55am**
- When using the Broadway Circle to drop off your child please note that it is meant to be a “rolling” drop-off/pick-up line; this means children should be able to exit the vehicle quickly (preferably from the passenger side) and with minimal assistance.
- Students will enter the school building at the doors marked on the image below. Staff members will be at the front door greeting students and helping them to move in the correct direction.

All Parsons students enter the building here, in the Broadway Circle.



Broadway side of Parsons

- Once in the school building:
 - Students arriving **prior to 8:45am** will go to one of our various waiting areas where they will remain until classes begin.
 - Students arriving early should have a book, can utilize their school issued device, or another school appropriate activity that can engage them until it is time to go to the classroom
 - Students arriving **at 8:45am or after** will proceed directly to the classroom

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LEAVING SCHOOL

Dismissal of students begins at 3:00pm

- All families are asked to complete and return the blue 'Parsons Memorial Dismissal Information' form on their child's first day of school. (This form will be sent via mail prior to the start of the year.)
- Classroom dismissal times are staggered, and may take longer than normal during the first days of the school year.
 - Kindergarten, Grade 2, and Grade 4 will begin dismissal at 3:00pm
 - Grade 1, Grade 3, and Grade 5 will begin dismissal at 3:05pm
- Students will exit the school building at the doors marked on the image below. *(Please note that multiple exits are utilized around the building to expedite dismissal.)*
- When using the Broadway Circle to pick up your child please note that it is meant to be a "rolling" drop-off/pick-up line; this means children should be able to enter the vehicle quickly (preferably from the passenger side) and with minimal assistance.

Grade 4 and
Grade 5 Exit



Halstead Avenue side of Parsons

Grade 2 and
Grade 3 Exit

Car Riders Exit

Kindergarten and Grade 1 Exit



Broadway side of Parsons