

**Lawrence Public Schools Early Childhood Program  
Arrival and Dismissal Policies  
PRE-K (full-day program)**

**Arrival: 7:50-8:10 AM**

- Drop-off for Pre-K classrooms begins at 7:45 a.m. and students should arrive no later than 8:00 a.m.
- Park in the main lot off of Harper Street. The Davis Road lot may not be used for child arrival or dismissal.
- Students must be delivered to the teacher and classroom by an adult. Students may not be dropped off in the parking lot to enter the building on their own.
- Please wait until your child has completely entered the classroom and staff has verbally acknowledged physical custody of your child before walking away.
- Say goodbye to your child before leaving, but do leave promptly.
- In the event that your child needs to arrive later than 8:10 a.m. for exceptions due to an appointment or other unusual factors, please enter through the front office.

**Dismissal: 2:50-3:00 PM**

- Park in the main lot off of Harper Street. The Davis Road lot may not be used for student arrival or dismissal.
- Similar to arrival procedures, students must be picked up by an authorized adult. Students may not leave the classroom without an accompanying adult.
- Students in full-day pre-k classrooms must be picked up by 3:00 p.m.
- After 8:00 AM, all doors, except the front door, are locked during the day. All visitors, parents and students must enter through the front doors and check in at the office. Please also exit through the front doors during the day.

*If you have any questions or concerns, please contact Esther Kottwitz,  
Early Childhood Coordinator at 785-330-1793 or [esther.kottwitz@usd497.org](mailto:esther.kottwitz@usd497.org)*

**Lawrence Public Schools Early Childhood Program**  
**Pick-up and Drop Off Policies**  
**Early Childhood Special Education (half-day) and Peer Model Program**

**Arrival: 8:00-8:10 AM and 12:00-12:10 PM**

- Drop-off for early childhood special education classrooms begins at 8:00 a.m. (morning session) and 12:00 p.m. (afternoon sessions). AM students should arrive no later than 8:10 a.m., and PM students should arrive no later than 12:10 p.m.
- Park in the main lot off of Harper Street. The Davis Road lot may not be used for child arrival or dismissal.
- Students must be delivered to the teacher and classroom by an adult. Students may not be dropped off in the parking lot to enter the building on their own.
- Please wait until your child has completely entered the building and staff has verbally acknowledged physical custody of your child before walking away.
- Say goodbye to your child before leaving, but do leave promptly.
- In the event that your child needs to arrive later than 8:10 a.m. or 12:10 p.m. for exceptions due to an appointment or other unusual factors, please enter through the front office.

**Dismissal: 10:55-11:00 AM and 2:55-3:00 PM**

- Dedicated windows of time and locations for departure will be specified by each teacher, according to building needs.
- Similar to arrival procedures, your child must be picked up by an authorized adult. Students may not leave the classroom without an accompanying adult.
- Students in half-day AM classrooms must be picked up by 11:00 a.m.
- Students in half-day PM classrooms and full-day peer models must be picked up by 3:00 p.m.

*If you have any questions or concerns, please contact Esther Kottwitz,  
Early Childhood Coordinator at 785-330-1793 or [esther.kottwitz@usd497.org](mailto:esther.kottwitz@usd497.org)*