

**Berlin Community School  
Dismissal Plan  
K-4**

We are proud to be a "walking district" and want to do all we can to ensure students are safe during dismissal, after school each day including early dismissal days.

Parents/guardians must have a plan for their children in grades K-4 to meet an adult or older student. In grades 5-8, students also need a plan for getting home safely. (Students may not go directly to the playgrounds without supervision.)

Your child should know to walk directly home from school. Help your child develop a plan for going to and from school. Discuss who they can walk with and what neighbors or adults they can contact if they have difficulty. Review safety rules for crossing areas.

**BCS Preschool:** Students will be dismissed from the blue door at 11:20 a.m. for the A.M. session and 2:40 for the P.M. session. Children will be released to a parent/guardian or designated adult by the teacher or classroom assistant. AM. preschool will dismiss at 10:20 on early dismissal days and Pm. preschool will dismiss at 12:40 on early dismissal days.

**CER Preschool:** Students will be dismissed from the blue door at 11:30 for the a.m. session and 2:30 for the p.m. session. Children will be released to a parent/guardian or designated adult by the teacher or classroom assistant. Preschool will dismiss at 11:30 a.m. on early dismissal days.

**Grade K-4 Students will be dismissed in four different areas. Dismissal areas are below:**

**GOLD DOOR WALKERS:** All students that reside in Lonaconing, Carriage Stop, Enclave or Centennial Square are considered GOLD DOOR walkers and will exit through the doors located by the Board Office. Gold Door walkers are called for dismissal at 2:45. Gold door walkers will be dismissed at 12:50 on early dismissal days.

**BLUE DOOR WALKERS:** All students that reside in Presidential, Clementon Road (Holly Estates, Lakeworth, Laurel Woods) Franklin Ave or across the White Horse Pike behind Mount Carmel and Wawa are considered BLUE DOOR walkers. These students will be dismissed through the Blue door located in the front of the building on the left hand side. Blue door walkers are dismissed at 2:45. Blue door walkers will be dismissed at 12:50 on an early dismissal day.



**CAR PICK-UP:** All students who are car pick up will be dismissed through the Middle School Entrance. There is one car line at the Middle School Entrance. Please stay in your car while you are waiting for your child. Please do not use the left side of the line to go around cars that are still waiting. If a student is in grades 2, 3 or 4, they will be dismissed at 2:45. On early dismissal days grades 2, 3 or 4 car pick up will be dismissed at 12:45. If a student is in grades K or 1 they are dismissed at 2:50. Grade 2,3,4 siblings may pick up his/her K-1 sibling to ensure the car line continues to move smoothly. On early dismissal days grade k and 1 car pickup students will be dismissed at 12:50. Students who are car pickup will be given a bright colored paper with their name on it. Please place this in the front windshield of your car to help make the identification process smoother. You will also need to bring your ID to verify you are able to pick up the student.

**BUS:** Students who take the bus home will dismiss through the doors to the left of the Elementary main entrance. Bus students are called as the buses arrive at school. This can be anytime between 2:45 and 2:50. On early dismissal days the buses will be called anytime between 1:00 and 1:07.

**PALS:** PALS Program is the before and aftercare program at BCS. If a student is PALs after school they will be called prior to the dismissal process at 2:40.

## **Dismissal Plan 5-8**

Grades 5-8 students are dismissed from their classrooms and leave through the assigned door. Bus riders and PALS students are dismissed at 2:14 p.m. Walkers and car pick up students are dismissed from class at 2:19 p.m. Safeties are on duty; they are available to provide assistance and will contact an adult if there is a problem. Please let your child know if they should meet you or with whom they should walk home. Middle school students who are waiting for elementary siblings are to report to the Homework Club until 2:45. Then they will meet their sibling at the appropriate elementary dismissal door.

**WALKERS-** Students who walk home are to exit the building via the middle school doors labeled D-18 or D-19.

**BUS:** Students who take the bus home will dismiss through the doors to the left of the Elementary main entrance. Bus students are dismissed from class at 2:14 p.m. The buses depart from the building at 2:22 p.m. On early dismissal days the bus riding students are dismissed from class at 12:30 p.m. and buses depart by 12:37 p.m.

**CAR PICK-UP:** All students who are car pick up will be dismissed through the Middle School Entrance. There is one car line at the Middle School Entrance. Please stay in your car while you are waiting for your child. Please do not use the left side of the line to go around cars that are still waiting. Middle School dismissal is 2:19 p.m. On early dismissal days grades 5-8 will be dismissed at 12:35 p.m.