

## ARRIVAL AND PICK UP POLICIES

### RCCSD Administrative Memo

“To ensure the safety of students, each school shall have an established schedule for the supervision of students at the beginning and end of the school day. No children should be dropped off before or picked up after the identified time. Principals must communicate this schedule to their school communities. Parents who allow their children to remain at a school outside of the identified times will be notified by the principal...and referred to the school’s visiting teacher. Repeated violations may result in a referral to Child Protective Services. In the case of choice students, failure to adhere to the identified times may result in termination of school choice.”

Excerpt from District Memorandum

Dated 11/01/2011

### Morning Drop-off time

The doors of Cab Calloway will open at **6:50 a.m.**, students will not be allowed into the building prior to 6:50 a.m. unless they have made a prior arrangement to meet with a teacher. Students should not arrive to campus prior to **6:50 a.m.** All car riders should follow procedure as outlined on the **“Traffic Pattern for Car Riders-SY1920”** document. Please follow all directions given by staff on duty.

### Afterschool Pick-up -- Monday - Friday

#### **STUDENTS NOT PARTICIPATING IN AN AFTER-SCHOOL ACTIVITY:**

- Students not participating in an after-school activity and are **BUS** riders **must** ride the bus home at the 2:15 dismissal. Students should not hang-out at school.
- Students **not** participating in an after-school activity who are **CAR** riders **must** be picked up by **3:00 p.m.** It is the parent’s responsibility to arrange timely transportation for their child if the bus is not an option. Students waiting on pick-up should remain outside the building or in the lobby area.
- **Students on campus after 3 p.m. will be referred for being in an Unauthorized Area and will be retained in the detention room. A detention will be entered on their discipline file. Continued violations will be referred to the district’s Visiting Teacher.**

Parents may contact the following organizations for possible help after school.

Clarence Fraim Boys & Girls Club  
669 S. Union Street.  
Wilmington, DE 19805  
302-655-4591. Fax: 302-658-3907

Western YMCA 2600 Kirkwood Highway  
Newark, DE 19711  
Phone: 302-709-YMCA | Toll Free: 1-888-453-8009  
(Our buses pick-up and drop off students at the YMCA on a daily basis)

Hockessin PAL  
259 Lancaster Pike  
Hockessin, DE 19707  
Phone: (302) 239-8857

**STUDENTS WHO ARE PARTICIPATING IN AFTER-SCHOOL ACTIVITIES/ATHLETICS**

- Students who are participating in a **Cab/Charter** after-school activity must have an activity bus pass from the supervising teacher/coach to ride the activity bus. Buses are not provided for activities/sports that run later than 4:15 p.m. The **Activity Bus will run Mon-Fri at 4:30 with stops pre-determined by the transportation department.**
- Car riders participating in activities ending at 4:15 must be picked up by 4:30 p.m.
- Students not picked up by 4:45 p.m. may not be allowed to participate in the next meeting of their after-school activity. Continued violations may result in forfeiture of participation in after-school activities.

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The above stated policy is to ensure the safety of all students while on campus. Parents who allow their children to remain at school outside of the identified times will be notified by the school administration and may be referred to the school's visiting teacher per district policy (see RCCSD Administrative Memo above).

CCSA Administration