

Addendum

Arrival and Dismissal Procedures:



Barfield

- **DROP OFF/PICK UP PROCEDURES**

Our teachers receive students into their classrooms at 8:55 A.M. and 12:55 P.M. Parents are not ordinarily permitted to walk their child to their classroom. Typically, drop off occurs at curbside on the South side of the building. The first week of school is an exception to the rule and parents are permitted to walk their child to their classroom. Parents that choose to escort their child to their classroom the first week of school will not be permitted into the academic wings until 8:55 A.M. and 12:55 P.M. In order to reduce disruption, minimize congestion in the halls and to ease transitions, we request that parents vacate the academic halls no later than 9:05 A.M. and 1:05 P.M (the official start of the instructional day). Students that arrive to school after 9:05 A.M. or 1:05 P.M. will be escorted to their classroom by a staff member. After these times, parents will not be permitted into the academic wings. This will eliminate disruption to the classroom.

	Drop off	Class Start Time	Early Pick Up Ends	Class End Time	End of Pick up Time
AM	8:55	9:05	11:45	12:05	12:20
PM	12:55	1:05	3:45	4:05	4:20

- Refer to the map illustrating the traffic pattern included. Please wait at your vehicle until a staff member takes responsibility for your child. **Hold your child's hand and make sure that they are properly supervised before you leave them. Please do not not move any cones that are placed on the parking lot.**

PICKING UP STUDENTS BEFORE DISMISSAL

If you need to pick up your child early, please inform your child's teacher via a note, email or a phone call to the office. You must sign in at the office when you arrive to pick up your child. Individuals will be expected to present photo identification before a child will be permitted to leave school with them. Our staff will notify your child's teacher and your child will be escorted to meet you in the waiting room. These procedures are in place to minimize disruption to the classroom and to ensure your child's safety in the parking lot. We appreciate your compliance and patience with these procedures.

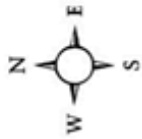
In order to effectively manage dismissal, to maximize student supervision and to ensure student safety please understand that once all of the classrooms have assembled in the staging area for parent pick up we will **not** escort your child from the staging area to the office. What does that mean? If you **decide to pick your child up before dismissal, you must arrive and sign out before 11:45 and 3:45**. If you sign your child out after 11:45 or 3:45 then they will be escorted to you in the office **after** their teacher has escorted each of her students to their parents that waited in the parent pick up line.

Here are additional requests to keep traffic flow running smoothly and most importantly to keep everyone safe:

1. Please avoid cell phone usage while picking up or dropping off.
3. Install your child's car seat on the driver side of your vehicle.
4. Your child must remain in their car seat until you have stopped your vehicle.

Your child should never be sitting in your lap behind the wheel of your vehicle
as
you approach the child drop-off area.

At dismissal time, please wait in your vehicle for a staff member to bring your child to you. In order to minimize wait time for everyone during departure, we respectfully request that you promptly secure your child. If you need to discuss a matter with your child's teacher, please contact them via phone call or email to establish a time for a meeting.



Barfield Early Childhood Center Traffic Pattern

