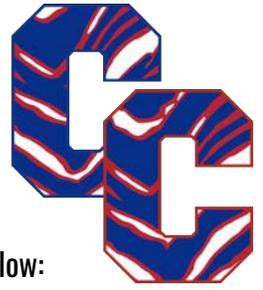


Parent Etiquette Procedures for Morning Program



To ensure the safety and enjoyment of all, we ask that you kindly follow the procedures outlined below:

Registration Requirement: Parents who wish to attend must register in advance.

- Registration will be sent through ParentSquare every Monday when there is a Morning Program for parents to attend. The registration window will close each Thursday at 10:00am, giving families ample time to complete the brief form.
- **For safety reasons, only individuals who are registered will be permitted to enter.** Our main office, along with other staff, will carefully review the registration list to ensure all guests can be safely welcomed into the building.
 - If you arrive on Friday without having registered, we will not be able to admit you.
- **Grade-Level Groupings:** Morning Program will follow the grade-level groupings listed below from January through June 2026. At the start of each month, the principal will share a calendar outlining the upcoming Morning Program dates and which grade levels are invited to attend.
 - 1st, 4th, and 5th Grade
 - Kindergarten, 2nd, and 3rd Grade
 - Parents of children who are hosting, celebrating their birthday, or being featured will also be invited to attend!
- **Attendance Limits:** To help us maintain adequate space and supervision, each family may bring up to two guests per Morning Program.
 - Anyone elementary age or older counts toward your two-person limit.
 - Infants and toddlers do not count toward the limit. The “stroller parking lot” is located across from the main doors in the gym in our belltower. Please leave any strollers in the hallway.

Arrival Time: Our Morning Program begins at 8:15 AM on Fridays. Parents that register may line up at the front door for entry at approximately 8:05 AM.

- Please be mindful that this entrance is used by walkers and students arriving on small buses. If you see a student approaching, please pause and give them priority as they enter the building.

Check-in Procedure at the Door: Clarence Center staff will check in each guest upon arrival. If you are new to our school, please have your ID ready for verification. After check-in, proceed directly to the gym and find a spot to stand or sit on the perimeter of the gym.

During the Program: To accommodate the growing number of students and staff, we kindly ask that you remain on the perimeter of the gym throughout the program. If you have young children with you as guests, please ensure they also stay on the perimeter for safety.

Departure After the Program: At the conclusion of the Morning Program around 8:45 AM, our hosts will invite parents and guests to wave goodbye as they exit. Please refrain from entering the student audience to say individual goodbyes to your child.

- We understand how important it is to hug or kiss your child, but doing so after the program delays our schedule. We kindly ask that you wave goodbye or blow a kiss from the perimeter. This allows us to maintain a timely and smooth transition for the rest of the school day.

Thank you for adhering to these guidelines, which help ensure a safe, respectful environment that protects both our students' learning time and school safety. We look forward to seeing you at the Morning Program!

**Updated January 2026 with Safety Enhancements*

