

## **ARRIVAL/DISMISSAL PROCEDURES 2018-2019**

The procedures outlined below are for the 2018-2019 school year. These procedures are in place to ensure the safety and well being of our students as they arrive to and depart from Babylon Elementary each day. We hope that you elect to utilize district transportation whenever possible to and from school. Arrival and dismissal are very busy times of the day and the fewer vehicles involved, the safer the process will be for all students, families, and staff members.

**All families should take some time to review the procedures outlined below prior to the start of the school year.** As always, your anticipated cooperation and compliance is appreciated.

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### **OFFICIAL INSTRUCTIONAL DAY: 8:25 a.m. – 2:40 p.m.**

School doors open: **8:10 a.m.**

Breakfast program: **8:10 – 8:25 a.m.**

Front circle CLOSED for dismissal **2:15 – 2:45 p.m.**

open for daily pick up: **2:40 p.m.**

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### **ARRIVAL**

Timely arrival to school each day ensures that students are ready for the learning that will occur throughout the day. Tardiness impacts a child's learning process and places him/her at an educational and social disadvantage. The beginning minutes of the morning set the tone for the class and often include important instructions for the day. Many children, when tardy, have a difficult time catching up and finishing what the rest of the class has already accomplished. Additionally, tardiness impacts the learning of other students, as the teacher has to stop to give instructions to latecomers. Thank you for supporting a successful start to the school day by assisting your child(ren) with a timely arrival to school each day.

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### **Student Drop-Off**

- To ensure a safe and efficient arrival for all students, parents dropping off students should pull up through the front circle, forming one carline next to the curb closest to the building.
- BES staff will be on hand to welcome families and to assist students in getting out of the cars (including with safety belts/seats). Parents should remain inside the cars to facilitate a safe and efficient traffic flow.
- If children must be walked into the building, parking is only permitted on Ralph Avenue. Please do not block entry or exit to the front circle nor the driveways of our neighbors. Parking in the front circle is NOT permitted between 8:00–8:30 a.m.
- Teaching Assistants will supervise students in the hallways outside classrooms beginning at 8:10 a.m.

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### **Buses**

- Students will disembark from the buses in the back parking lot of the school beginning at 8:15 a.m. where they will be greeted by school personnel.
  - Students will proceed directly to their classrooms for an 8:25 official start.
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***Note for first week of school:*** Students will be released in a staggered fashion off of the buses with kindergarten, followed by 1<sup>st</sup>, then 2<sup>nd</sup>. Grade level teachers will be positioned to receive students and escort students to their new classrooms.

## DISMISSAL

The last minutes of the day focus on explanation of homework assignments, organization of materials, announcements for future assignments, the next day, etc. Stressing the importance of attendance through the final bell of each school day models proper expectations for children, helps develop a sense of responsibility, and sends a message of respect for all aspects of the school day. It is respectfully requested that all necessary family appointments be scheduled after school hours. Early dismissal from school should be avoided whenever possible. In the rare instance where early dismissal is necessary, parents will be permitted to pick up at the main office **prior to 2:00 p.m.** Any dismissal after this time will occur through the routine dismissal procedures outlined below.

**The front circle will be closed to all vehicles between 2:15 – 3:00 p.m.**

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### **Student Pick-Up - UPDATED**

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- Parents picking up their children are to **park on Ralph Avenue**. Please do not block entry or exit to the front circle nor the driveways of our neighbors.
- Designated school doors will open for pick up from **2:40-2:55 p.m.**
  - **Kindergarten:** Northside of Front Circle, just outside the fence.
  - **1<sup>st</sup> Grade:** Southside of the Front Circle, near the softball field.
  - **2<sup>nd</sup> Grade:** Northside of Front Circle, just inside the fence alongside Ralph Ave.
  - **Siblings:** To alleviate the need to check-in at multiple grade level doors, **siblings will be dismissed through the youngest sibling's grade level door.**
- Parents should line up outside the designated doorways with Photo ID ready. If picking up students from multiple grade levels, your children will be dismissed through the youngest sibling's grade level door.
- Once doors open, present ID to staff. Any adult picking up a student will be required to present photo ID. If the adult picking up does not have ID, he/she will be asked to return once they have ID.
- Parents are NOT to enter the school building. School staff will escort students to the door.
- Only a parent/guardian, the emergency contacts listed in our files, or a person designated by a written note may sign a student out of school. Please be sure to update the school with the names of any adults authorized to pick up your children.



**NEW**

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### **Buses**

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- Students will be escorted to their designated buses by school personnel.
- Students will be seated in zones with the youngest students in the front of the bus, the older students in the back.
- All buses will be loaded to depart the Elementary School parking lot by 2:40 p.m.

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### **Important Notes**

- Changes to a student's bus transportation plan compromises our ability to safeguard your child(ren). School buses will only transport children between school and that child's designated bus stop. The use of school transportation to alternate bus stops is not permitted. Additionally, K-2 students require a parent or the parent's designee to meet him/her at the bus stop in the afternoon. To authorize individuals to pick up your child from the bus stop, please complete the Transportation Student Release Form mailed in the August Welcome packet and return the form to the Main Office. The form can also be downloaded from the Virtual Backpack accessible through the school's website.

- If there is no designee present at a bus stop, the student **will be returned to Babylon Elementary School**.
- We realize there may be circumstances that require changes in a child's dismissal plan. In such circumstances, a **signed note should be sent in to your child's teacher** so that he/she can be prepared for dismissal at the appropriate time.
- Whenever possible, circumstances that require changes in dismissal plans for your child need to be arranged **by calling the Main Office (631-893-7960) prior to 2:00 p.m.** Please do NOT email a staff member with changes. We cannot guarantee that an email will be received in time to respond to the change in plan.

If you have any questions regarding any of the above procedures or guidelines, please call the school office at 631-893-7960.