



### School Arrival and Dismissal Information

#### School Hours

Our official school hours are 8:15-2:35pm. In order to ensure a safe arrival experience for all students and families, please review the details below and adhere to our school procedures.

#### **General Information:**

Grade	Official Arrival Time/Location	Dismissal Time/Location
Pre-K	8:15am/large yard at class signs	2:25pm/classroom doors
Kindergarten	8:15am/large yard at class signs	2:30pm/large yard at class signs
1 <sup>st</sup> grade	8:15am/large yard at class signs	2:30pm/large yard at class signs
2 <sup>nd</sup> grade	8:15am/small L yard at class signs	2:30pm/small L yard at class signs
3 <sup>rd</sup> grade	8:15am/small L yard at class signs	2:35pm/small L yard at class signs
4 <sup>th</sup> grade	8:15am/small L yard at class signs	2:35pm/small L yard at class signs
5 <sup>th</sup> grade	8:15am/small L yard at class signs	2:35pm/small L yard at class signs

#### Arrival Details:

- Our arrival takes place at the 95<sup>th</sup> street entrance of our building, between Lexington and 3<sup>rd</sup> Avenue.
- All students and families must wait OUTSIDE the black gates at arrival until invited into the school yard. There will be no supervision of students by school staff prior to the opening of the gates.
- Breakfast supervision is available beginning at 7:45am via the cafeteria doors on 95<sup>th</sup> street (Door closest to 3<sup>rd</sup> Avenue by the stairs).
- Arrival takes place outdoors, rain or shine! **NO EXCEPTIONS TO THIS RULE.** We urge you to keep an umbrella in your child’s backpack.
- There is no need to arrive early! Your child will not be allowed into the building before their official arrival time. Please encourage your child to use the bathroom before leaving the house!
- Teachers in all grades will greet students outside by class signs at their official arrival time and escort classes inside. Families will say goodbye outdoors for all grades.
- Staff is stationed inside the building to assist students who arrive after their class has left the school yard however all families are encouraged to be on time so that children can walk in with their peers.

#### **Grades 2-5 Specifics:**

- Line up **OUTSIDE** of the black gate on 95<sup>th</sup> street **by 8:10am.**
- Line up heading **DOWN** the hill towards Third Avenue. Tuck into the Citibikes and building as best you can to keep the sidewalks clear and safe.
- Only after a staff member has opened the black gate will students be permitted into the small L-shaped yard to line up by grade. **Only students are permitted to enter the yard, no parents/guardians. (NOTE: On the first day of school only, parents will be permitted to join their child in the small L yard.)**
- Staff will escort students into the building to their classrooms at 8:15am.

#### **Grades Pre-K, Kindergarten & 1<sup>st</sup> Grade Specifics:**

**(PLEASE NOTE: These are regular arrival procedures for the school year. Pre-K and Kindergarten should adhere to the specific transition plan documents that were emailed this summer for 9/8 & 9/9 details.)**

- Line up **OUTSIDE** of the black gate on 95<sup>th</sup> street **no earlier than 8:10am.**



- Line up heading UP the hill towards Lexington Avenue. Tuck in as best you can in order to leave the sidewalk clear and safe.
- You will enter after grades 2-5. Pre-K – 1<sup>ST</sup> grade will head into the large yard (Samuel Seabury Park) where you will line up with your child by your class sign. Parents/guardians should escort and wait with their child until a teacher arrives, then you may leave your child.
- Teachers in all grades will greet students outside by class signs at their official arrival time and escort classes inside. Families will say goodbye outdoors for all grades.
- Staff is stationed inside the building to assist students who arrive after their class has left the school yard, however all families are encouraged to be on time so that children can walk in with their peers.

**Dismissal Details: (See chart above for specific dismissal timing for each grade.)**

- **Only adults (18 yrs. and older) who you have authorized on the Blue Emergency Card will be allowed to pick up a student. This includes their older siblings.**
- Students (K - 5<sup>th</sup> grade) will be dismissed at their same arrival spot either in the large yard or the small L shaped yard. Please be on time for pick up and wait for your child by their class sign.
- Pre-K dismisses at the door of the classroom. The Safety Agent will invite families inside at 2:25pm.
- Students in after school will be escorted to various after school pick up locations by school staff. Evening pickup at the end of after school programs is always via the 3<sup>rd</sup> Avenue exit, unless otherwise specified.

**Self-Dismiss Procedures: 5<sup>th</sup> Grade**

5<sup>th</sup> graders are permitted to self-dismiss from school provided we have written consent on file. An email or phone call is NOT sufficient. Parents or legal guardians are required to submit a signed letter to give consent for their child to leave school on their own, ONLY at dismissal. Students may not self-dismiss early to attend appointments outside of school, i.e. a doctor. **Students who self-dismiss are not permitted to walk a younger sibling or family member home from school.** They do not replace a parent or guardian picking up another student. Exceptions will not be made. Families are encouraged to consider the readiness of your child as it pertains to self-dismissing and are encouraged to come up with a plan for when they leave school (i.e. go straight home, go to a neighbor's home). It is not advisable to allow your child to hang out on the playground unattended after school.

**Early Release from School**

Early dismissal is discouraged as it is disruptive to instructional time. However, if you must pick your child up early, please do so by 2pm. It is advised to let both the office and teacher know via email one day prior, if you are planning to pick up your child early.

**Changes to Daily Dismissal**

Families should let school staff know of your child's regular dismissal plans. Teachers will be collecting this information at the start of the year. Should you have to change your child's plan, you must alert the teacher. Emailing on the day of the change is not guaranteed to get the message to the teacher on time, as teachers do not always have the flexibility to check email before dismissal. For same day dismissal changes, please call the main office. However, same day dismissal changes are discouraged whenever possible.