



A. Ward Spaulding School
Arrival/Dismissal Procedure Changes
2015-2016



Dear Parents/Guardians:

We continue to focus our collective efforts in providing a safe and secure school environment for students, staff, and families. To that end, we have made some changes to the arrival and dismissal procedures to ensure such safety and security. There are approximately 500 students in our school who all arrive and leave at the same time each day. The following safety precautions have been developed to ensure safety for all our students, staff and families. Please refer to the map on page 4 for further explanation.

Arrival occurs from 8:10 - 8:25 a.m. School begins at 8:25 a.m.

Preschool Arrival

- Parents enter the Bruce Park driveway and proceed to the Preschool circle.
- Parents park their car and walk their child to the Preschool blue door.
- Any preschooler who arrives to school by bus will be met by an adult and escorted to their classroom.

K-2nd Arrival

- All students enter through the east entrance.
- *During September 1st - 4th*, Kindergarten and Grade 1 students walk to the auditorium and Grade 2 students walk to the gym to meet their teachers.
- *Beginning Tuesday, September 8th*, all students walk directly to their classrooms.

K-2nd Arrival By Bus

- Beginning at 8:10 a.m. all buses unload students in the east circle in front of the building.
- The yellow drop-off zone indicates where students may exit the buses. There are staff members on duty to greet the students.

K-2nd Arrival By Car

* * Cars cannot be parked in west or east circles* *

- Beginning at 8:10 a.m., cars may drop-off students at school. Prior to that time, there is no supervision of students.
- Parents may drop off students in one of two ways:
Park and Walk or **Kiss and Go**
- Park and Walk Expectations
 - Park in the west parking lot and walk your child to the east entrance door.
 - Students are encouraged to enter the building and walk to their classroom on their own.

- Parents who enter the building must sign in at the front desk and put on a visitor badge.
- Kiss and Go Zone Expectations
 - Vehicles need to follow the traffic pattern and stay in line as they enter the west parking lot. Passing another vehicle is prohibited.
 - Upon entering the zone the child is unbuckled and ready to exit vehicle.
 - Student independently opens the vehicle door, exits and closes the vehicle door from the passenger side of the vehicle only.
 - Children should walk along the sidewalk on the school side of the yellow line and enter the building through the east entrance.
 - Staff members will monitor and direct children away from vehicles and into the building.
 - All other occupants of the vehicle should remain in the vehicle.
 - Vehicles need to pull forward to use the entire loading zone so that multiple cars can drop-off at the same time.
 - Vehicles should pull away from the curb when the car in front of them leaves.
 - We ask that parents of students who need assistance exiting the vehicle or who need to exit on the driver's side of the vehicle use the Park and Walk method.

Pre-K -2nd Late Arrival (after 8:25 a.m.)

- Students who arrive to school after the 8:25 a.m. bell must be signed in at our front desk or the office by a parent/guardian. The student will be given a tardy pass and directed to their classroom. Please park in the west parking lot.

School Ends at 3:05 p.m. Dismissal occurs from 3:05-3:20 p.m.

Preschool Dismissal:

- Any parent picking up a child will park in the preschool parking lot and walk into the building through the preschool blue door entrance.
- Any child who rides the bus will be assisted by a staff member to bus line and escorted to the bus.

K-2nd Bus Dismissal

- Buses arrive and park in the east circle in front of the building.
- At 3:05 p.m., all students line up by bus number in the auditorium and east entryway.
- Staff members walk students out to their bus when their bus arrives.
- Children will not be allowed to board a different school bus from their assigned bus under any circumstances without special written permission from the school.

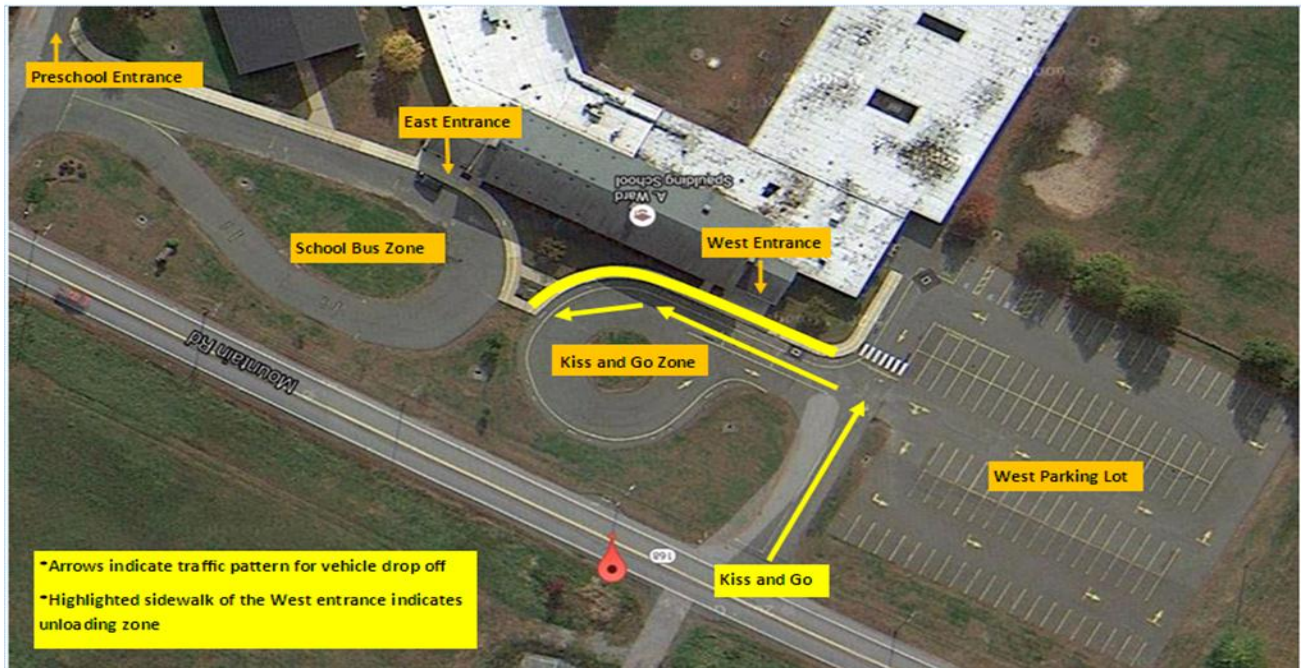
K-2nd Car Dismissal / Parent Pick Up

- A **signed note** from home is required for all students not going home by bus. This note must include the student's full name, the teacher's name, the name of the adult who will pick up the student and the date.
- In emergency situations only, phone requests for student pick-ups will be permitted.
- The Spaulding School office creates a complete student pick up list daily. This list identifies the students who are being picked up and their designated pick up person.
- At 3:05 p.m., staff members are on duty in the café (or designated room) for parent/student pick up. Students arrive in the café and sit by grade level.
- Parents park their cars in the west parking lot and wait in the vestibule of the west entrance.
- The west entrance doors will be opened to dismiss students once all students are present for dismissal at approximately 3:00 p.m.
- Parents line up outside the café door in preparation for dismissal.
- Duty staff will ask each parent/designee for their name and the name of the student they are to pick up. Identification will be required. Then the parent/designee enters the café.
- Students and parent/designee exit through the back door of the cafeteria.
- If a student's name or the name of the parent/designee is not accurately located on the list, the adult will be directed to the office for clarification.

Thank you for the partnership we share
in promoting a safe learning community
for everyone at A. Ward Spaulding School.



Kindergarten through Second Grade Arrival



Preschool Arrival/Dismissal

