

Arrival, Dismissal & Closing Procedures

Arrival:

- Students are allowed in the building at 8:45 a.m.
- The doors will be closed at 8:55 a.m., as classes begin at that time.
- Your child is late after 8:55 a.m.
- If a student is late, he/she needs to sign in at the Health Office and receive a pass.
- **Parents do not escort their child to class.**

Dismissal:

- Bus dismissal 3:15 p.m.
- Pick-up is at east door of the building nearest the playground. Students must be picked up on time, by 3:20 p.m.
- Walkers released 3:20 p.m. /as soon as the buses leave State Street.
- Any child being picked up at dismissal must be signed out with the supervisor stationed at the pick-up entrance Pick-up your student at the entrance of the building closest to the baseball field.
- If you are picking up your child, you should enter through the district office parking lot on East Elizabeth Street, park in district office parking lot and walk to the entrance nearest the baseball field.
- All students are bused every day unless otherwise informed by the parent in writing on the day-of the changed arrangement.
- We do not release children to anyone except the parent/guardian unless we have a signed note by the parent/guardian.
- Walkers are released to the location you choose on the note you send to school with your student.
- **Please do not send emails to the office or the teachers to make dismissal changes.**
- Please call the Main Office at 315-291-2261.
- For safety reasons, we discourage changes as it creates confusion and stress for students. Students being picked up prior to dismissal should be signed out in the main office. The teacher will send the child to the office.

******These pick-up directions/locations are replacing any changes that were made last February 2018.**

Parking:

Parking is available in the north parking lot (near the playground) for all visitors, guests and parents. Additional visitor parking is available at a satellite lot located 1/10 of a mile north of the building on State Street (near the athletic fields) or Austin Park. You may only enter through the front entrance of the building and use the security system to be allowed in the main office. The southeast parking lot (near the baseball diamond) is reserved for faculty and staff, only. For security, all entrances are secured in the morning. Please refrain from "parking," "standing," or "stopping" your vehicle while in the bus loading area in front of the school or on the south drive. For the safety of everyone involved, drivers are directed to completely enter the north parking lot and not to discharge passengers near the sidewalk or in the driveway leading from the road to this parking lot. This creates a potentially hazardous situation for the children being discharged as other vehicles attempt to enter school grounds.

Emergency Closings:

If inclement weather makes it necessary to close school, announcements will be made over Syracuse radio, TV stations, and School Messenger (snow days).

If there is an emergency closing during the day, students will be dismissed according to your instructions on the emergency closing form filled out at the beginning of each school year. If your plan changes during the year, please notify the office.

Attendance:

If your child is absent, please call the nurse's office by 9:10 a.m.

On the day your child returns to school, he/she needs to bring a note stating the reason for the absence.

Other Things to Remember:

- Bus Notes – We do not keep bus notes from last year. Make sure to send a new bus note if you have alternate arrangements for dismissal other than busing home.
- Please make sure you send your child's lunch, sneakers, books and bus note with your child. It is important that your child come to school prepared and ready to learn!
- If you do drop something off, please label your item with the teacher's name.

Please keep in mind that instruction time runs up to the last minutes of the school day. Making changes creates confusion and stress for students. We cannot accommodate changes over the phone. You must drop off a change note to the school office. If you have a medical appointment, send a note with your child to school. Safety to our students is our main concern. Thank you.