



Admission/Dismissal Procedures 19-20 SY

1. **Admission/Drop Off** – All students in grades K-5 are to be dropped off **IN THE SCHOOL YARD** (Kindergarten will continue to line up inside small schoolyard).
 - a. **Students may begin drop off no earlier than 8:00 am.**
No student shall be permitted in the school yard prior to 8:00 am.
 - b. You may access any of the 3 gates to enter the school yard. Students are to line up at their designated areas. All areas have been clearly communicated to your students.
 - c. **Please note breakfast procedures:**
 - i. Students in grades 3-5 will be able to enter the gym from the school yard from 8:00-8:20 for breakfast.
 - ii. Grades K-2 will eat breakfast in their classrooms at 8:30.
 - d. **Inclement Weather** – In the event of inclement weather (rain, snow, extreme cold – below 32F), students will continue to enter the school yard in the morning, and then enter the buildings outlined below.
 - i. Grades K and 1 will enter PEC building from small schoolyard
 - ii. Grade 2 will enter their modular building from the ramp side
 - iii. Grade 3 will go directly to auditorium (enter through gym in school yard)
 - iv. Grades 4-5 will enter gymnasium through school yard

2. **Dismissal/Pick Up** – All students will be dismissed from the school yard. Students will line up with their teachers. Parents/Guardians are to enter the school yard from any of the 3 gates.
 - a. **Please note:**
 - i. Students in grades 1-5 will dismiss from their designated areas in the big school yard at **3:09 pm.**
 - ii. Kindergarten students will dismiss from little school yard at **3:00 pm.**
 - b. **Inclement Weather** – In the event of inclement weather (rain, snow covered yard) students will be dismissed from inside the building as stated below.
 - i. Grades K and 1 will be dismissed from inside PEC building (Parents will enter through one set of doors and exit through the other)
 - ii. Grade 2 will be dismissed from inside their modular building (Parents enter modular)
 - iii. Grades 3,4,5 will be dismissed from gymnasium through school yard (**Walkers will be dismissed first into school yard; then parents will be permitted to enter gym and pick up their students who are parent/daycare pick up**)
 - c. **Daycare Pick Ups** – Students who are picked up by aftercare will need to be picked up in the school yard by daycare staff. Please ensure that your child’s aftercare is aware of your child’s room number and where they will be dismissing from.
 - d. **Walkers** – Students who have parent/guardian permission to walk home should have a written note submitted to the homeroom teacher. **No student shall be permitted to walk home without written consent.**

Turn Over →

Drop Off/Pick Up

All kindergarten classes will dismiss from little school yard at 3:00 pm.

Grades 1-5 dismiss at 3:09 pm.

| Room #s | Room #s | |
|---|--|--|
| 5/207 Hammen 5/208 Schultz 5/209 Schreiber 5/211 Sanchez 5/212 Bailer 5/213 Brown 5/214 Dugan | 3/101 Coughlin 3/105 Chromiak 3/106 Nealon 3/107 Czarny 3/108 Roberts 3/112 Boyle 3/113 Christman 3/114 Nowak | 1/P111 McLaughlin 1/P112 Haubenstein 1/P113 Kennedy 1/P114 Newman 1/P115 Corkery 1/P116 Potere 1/P117 Callahan |
| 4/201 Frost 4/202 Cockerill 4/204 Wiley 4/216 Jannotta 4/217 Showlin 4/218 Rizzo | 2/A1 McIntyre 2/A2 O'Neill 2/A3 Gerstenfeld 2/A4 Strenk 2/A5 Keba 2/A6 Blumenthal 2/A7 Kahlert | K/P110 Drummond K/P124 Ward K/P125 Gaynor K/P126 Chapman K/P127 Conn |

Reminder:

- Daycare/aftercare students will need to be picked up at their classroom lines.
- Kindergarten is dismissed in the little school yard.

If driving, please make sure you park LEGALLY before you enter the school yard to pick up any student.

Do not park in bus zones on Summerdale avenue.