

Minnesauke Elementary School

Arrival and Dismissal Procedures

Dear Parents and Guardians,

Please take a moment to review the following procedures for a safe and orderly arrival and dismissal process.

Arrivals:

- ✓ Students should not be dropped off prior to 8:30 am. Our school day begins at 8:43 am. We do not have the personnel needed to supervise students who are dropped off early.
- ✓ When dropping off students, please abide by the posted 10 MPH speed.
- ✓ Extra help in the morning is scheduled by the teachers. Your child's teacher will arrange specific dates for extra help.
- ✓ Please make note of band, orchestra and chorus rehearsal schedules. The music teachers will communicate any cancelations. Please ensure that your child brings his or her instrument to morning rehearsals.

Dismissals:

- ✓ Parents picking up their children at the end of the school day should park in the side parking lot and enter the building by the cafeteria. We utilize a daily sign out sheet to ensure students are accounted for at the end of the day. Please observe the posted speed limit and drive cautiously as you exit the parking lot.
- ✓ Please know your child's bus number and ensure your child learns the number as well.
- ✓ If your child normally takes a bus home, a note should be written to your child's teacher each day there is a change to that procedure. Otherwise, your child will follow their regular dismissal procedure by taking the bus or going to SACC.

Special Circumstances:

- ✓ Students are expected to remain in school for the entire day. If an early pick-up is necessary, please send a note to school indicating the time for pick-up. Please also indicate the individual who will be doing so.
- ✓ Only a parent or guardian or someone directly authorized by a parent/guardian will be allowed to take a child home from school. Please ensure your emergency contact and all phone numbers on the parent portal are up to date.
- ✓ All visitors to the building must show photo identification. Please ensure that your emergency contacts are aware of this requirement.
- ✓ **If there are any custodial issues, please submit any legal paperwork to the main office and make an appointment to meet with the Mrs. Pickford or Mrs. Kiersh to discuss the details of your situation.**
- ✓ *We ask that you limit last-minute, non-emergency changes to dismissal plans as they may result in miscommunication and delays. If you must make a change, please call the office before noon to inform us of the change. You may be asked to send an e-mail to the main office confirming this change.*