

Arrival Procedures for Students in Grade K – 4

1. Students Arriving by Bus (8:35-8:45):

- Students in grades K – 1 will depart the bus and enter the building through the front doors, go directly into the all-purpose room, and sit at their assigned lunch table.
- Students in grades 2 – 4 coming off the bus will enter the building through the front doors and wait in the hallway outside of their classroom until the start of the school day. Please remind students that they need to walk on the second block “Follow the Cranberries & Blueberries” while in the hallway.

2. Students Arriving by Car:

- Parents who are transporting their child will proceed to the “drop off” location in the gravel parking lot in front of the school. Students being dropped off will be received by assigned staff one car at a time and enter the school through the front doors. Student drop off will occur from **8:35 until 8:45.**

3. Walkers:

- Parents/guardians who walk their child to school should check their child in with a staff member on duty at the bus landing. Once the child has been accounted for they are to proceed into the building through the front doors and report to their designated area according to grade level.

4. Students arriving Late:

- Students who arrive after 8:45 will be counted as late/tardy. Late/tardy students need to report with their parent/guardian to the front office and be signed in.

Dismissal Procedures for Students in Grade PK – 4

1. Call 1 (3:10 PM):

- **Students in Safe and Sound, Students being Picked-up, and Students riding a Van:**
 - Students in Safe and Sound go directly into the all-purpose room and sit at their assigned table in front of the stage.

- Students being picked up will report to the all-purpose room and take a seat at the table assigned to them in the cafeteria closest to the front windows to wait for their ride. The assigned staff member will check each parent/guardian or designated adult's identification at the door and release the student to their parent/guardian and exit through the same doors.
- All Preschool students and students riding a van will line up in the first grade hallway according to van, and be escorted by staff one van at a time through the first grade exit doors to their van located in the bus yard.

2. Call 2 (3:12 PM):

- **(First 5 Buses)**

- Students riding a bus will exit the building through the front doors, and report to their bus.

3. Call 3 (3:15 PM):

- Students riding a bus will exit the building through the front doors, and report to their bus.
- Students attending after school activities will be called and asked to report directly to the rooms where the activity is taking place.

Preschool Arrival & Dismissal Procedures

AM Preschool Arrival 8:45 – 8:50:

1. Students Arriving by Car:

Preschoolers being dropped off will be received by assigned staff in front of the school and enter the building through the front doors. Student drop off will occur from **8:45 until 8:50**.

2. Students Arriving by Van:

Preschoolers will be assisted off the van by paraprofessionals and teacher and enter the building through the front doors, go directly to their classroom.

3. Students arriving Late:

Preschoolers who arrive after 8:50 will be counted as late/tardy. Late/tardy students need to report with their parent/guardian to the vestibule office and be signed in. The vestibule secretary will call down to the preschool classroom for a paraprofessional to come down and escort the student to class.

AM Preschool Dismissal 11:20 – 11:25:

1. Students being Picked up

Parent/guardian needs to sign out their child with the secretary in the vestibule and wait there for the child to be brought down. When the preschooler arrives, they can take their child and exit through the vestibule doors.

2. Van:

Preschoolers will be assisted on the van by paraprofessionals and teacher at the bus loading area in front of the school.

PM Preschool Arrival 12:40 – 12:45:

1. Students Arriving by Car:

Preschoolers being dropped off will be received by assigned staff one car at a time in front of the school and enter the building through the front doors. Student drop off will occur from **12:40 until 12:45.**

1. Students Arriving by Van:

Preschoolers will be assisted off the van by paraprofessionals and teacher, enter the building through the front doors, and go directly to their classroom.

2. Students arriving Late:

Preschoolers who arrive after 12:45 will be counted as late/tardy. Late/tardy students need to report with their parent/guardian to the vestibule area and be signed in. The vestibule secretary will call down to the preschool classroom for a paraprofessional to come down and escort the student to class.

PM Preschool Dismissal 3:10:

(Preschool will follow school dismissal procedures for K - 4.)

After School Clubs:

Students will be escorted by club moderator, form a line against the wall outside the main office, and exit the building through the front doors one student at a time. Front office secretary will radio staff member on duty to send students. **(Parent/guardian needs to sign out their child with the secretary in the vestibule and wait in line under the outside canopy after they signed out their child. If parent/guardian is late picking up child, student will be sent to the main office until parent/guardian arrive.)**

TES Clubs:

1. Band (Fall & Spring)
2. Chorus (Spring)
3. Art (Winter)
4. Chess (Winter)
5. Drama
6. Hand Chimes (Fall & Spring)

After School Activities non-school related:

1. Girl Scouts (Multiple Age Groups)