



## **Drop-Off & Dismissal Procedures** **2017 – 2018**

In order to alleviate congestion we have had to implement the following changes;

### **Drop-Off**

1. Pre-K 4 ALL Pre-K 4 students must enter the school through the cafeteria doors on Kingsbridge Ave. These doors open at 7:50 AM.
  2. Parents must sign-in EVERY DAY. Parents are NOT permitted past the sign-in desk.
  3. Kindergarten to Grade 8. The gates will open at 7:55 AM. All students will immediately go to their designated class lines.
  4. Parents / Guardians who wait in the schoolyard with their child are asked to refrain from speaking when the bell rings. Please do not engage the teachers or the children in conversation. If parents / guardians need to speak with their child's teacher they should make an appointment. If parents / guardians need to drop off something they must go to the main entrance. The office opens at 7:45 AM. Please make sure all items are labeled with the student's name and grade.
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### **Dismissal**

1. Pre-K 4 Parents must sign-out EVERY DAY. Parents must go to the classroom to pick-up their child. Please enter the building through the cafeteria doors.
  2. Kindergarten to Grade 5 will be dismissed from the schoolyard.
  3. Grades 6 – 8 will be dismissed from the cafeteria doors
  4. Please do not engage the teachers in lengthy conversations. The teachers must supervise ALL of the children in their classes.
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### **LATE PICK-UP FEE**

ANY child who is not picked up on time must be picked up from the cafeteria. Please wait patiently as the after-care staff retrieves your child.

**A late pick-up fee of \$20 will be assessed for each child not picked up on time.**