

# Morning and Afternoon Procedures

January 27, 2014

Dear Parents and Guardians,

As we enter the second semester of school, I would like to thank you for the support you rendered in making our first semester a success. As we move forward, safety is still a priority. Therefore, I would like to once again ask for your assistance in making sure our students are arriving to and departing from school safely. Below is a list of reminders which should ensure the safety of all students. If additional information and/or clarification is needed, please give the school a call at 305-532-3481 between the hours of 8:00 AM and 4:00 PM. Thank you in advance for your continued support.

## **Morning Drop-Off Procedure:**

- **Car Pool Lane**
  - ✓ Enter the second parking lot (North), make a left and pull toward the curb
  - ✓ Make sure your child is in possession of all materials needed for school prior to reaching the curb
  - ✓ Remain in your vehicle, the car pool lane is a student drop-off area only
  - ✓ Drive 5 MPH
  - ✓ The use of electronic devices is not allowed in the car pool lane
- **Walking to School**
  - ✓ Students walking to school should report to the designated waiting area in front of the main office
  - ✓ Students should be reminded to be alert and not play games while walking
  - ✓ Students are to use sidewalks
  - ✓ Students should use crosswalks
  - ✓ Students are not to talk with strangers
- **Bus to School**
  - ✓ Buses enter through the bus lane, consequently students should not cross in front of the buses
  - ✓ Students are not permitted to play in bus lane
  - ✓ Students should board and unload bus carefully
- **Bike to School**
  - ✓ Students should wear safety equipment
  - ✓ Only one person on a bike
  - ✓ Students should use proper lane when biking

**All students are invited to a free cafeteria breakfast every morning from 8:15 AM to 9:00 AM. Entrance to the cafeteria is through the front lobby doors.**

### Afternoon Pick-Up Procedures:

- **Car Pool Lane**
  - ✓ Enter the second parking lot, using the same procedure as morning drop-off (see above)
- **Walking Home**
  - ✓ Students should be alert and not play games while walking, in addition to following sidewalk and crosswalks rules as outlined in morning procedures (see above)
  - ✓ Students should not talk to strangers
- **Bus Home**
  - ✓ Students will exit the building from the main entrance
  - ✓ Students will locate their assigned bus which will be waiting for them to board in the bus lane
  - ✓ Students are not permitted to play in bus lane
  - ✓ Students should board and unload bus carefully

### Procedures for Parents:

- **Visiting School**
  - ✓ Sign the Visitor's Log in the lobby with security personnel
  - ✓ Be Prepared to show identification at the time of sign-in
  - ✓ When visiting the PTSA room from the parking area, lobby sign-in is still needed
  - ✓ Volunteers must also sign-in and are required to have identification visible at all times
  - ✓ Administration approval is needed prior to attending school activities
- **Picking Students up Prior to Dismissal**
  - ✓ After signing in, parents should report to the main office for a school personnel to release child
  - ✓ All student pick-ups should be done before 3:20 PM
  - ✓ No student pick-up is allowed after 3:20 PM
- **Parent Reminders**
  - ✓ Students are discouraged from crossing busy streets
  - ✓ Crossing 41<sup>st</sup> Street is a violation of school rules
  - ✓ Students should not bring skateboards, electronic games, expensive cell phones, iPads (Tablets-unless previously approved) large sums of money and valuable jewelry to school).

Educationally yours,

Mr. Rene Bellmas