



**2017-2018**

## **Arrival and Dismissal Procedures**

Please review the following procedures with all caregivers responsible for your child:

### **Arrival (8:45am-9:00am)**

All children will enter Crestview through our back door. Children should arrive promptly at 8:45am. For families arriving by car, pull up along the east side of Berkley only, all the way to the gate at the entrance to our garden. Please unbuckle your child and remain in your car with the door closed until a staff member comes to help remove your child from your car.

We hope you are able to walk your child to school as much as possible, as it can aid greatly in giving them a fresh start on their morning. If you are walking, you and your child should wait at the gate for a staff member to greet you.

A staff member will bring you our daily sign-in sheet for you to indicate your child is being left in our care.

Student arrival ends at 9:00am and at that time, all children are expected to be in school in order to prevent disruptions (Please review “Tardiness” in the Parent Handbook).

### **Do not leave your child until a staff member is holding his/her hand.**

In order to assist your child and the staff, it is requested that arrival routines be quick and consistent. Please do not come inside the gate or otherwise prolong your good-bye.

### **Dismissal (11:55am-12:05pm) or (2:55pm-3:05pm)**

Children will line up for dismissal at 11:55am and 2:55pm respectively. A staff member will require you to sign your child out of school, signaling that your child is no longer in our care.

For families arriving by car, please pull up along the Berkley gate headed northbound and wait in your car for a staff member to escort your child to your vehicle. We are not legally able to buckle your child in, so please pull up slightly, in front of the alley, to do so.



Please note following: If you are unable to wait in the “carpool line,” please call the office to arrange an earlier pick-up time. Also, do not park directly across the street from our schoolyard, as our street is narrow and can be dangerous walking a child across.

If you arrive on foot to pick up your child, please stand to the side of the gate.

In inclement weather, the children will stay inside and be escorted one-by-one to your car. If a parent gets out of their car, it adds congestion at the gate for caregivers arriving by foot, and it backs up the car line. Please remain in your car.

**Please understand that safety and security is a priority for our school, and we will, therefore, be asking for picture ID from any parents and caregivers that we are not familiar with until parties are known.**

Thank you for your assistance in making our arrival and dismissal procedures a smooth and safe process for your children.