

## **Arrival and Dismissal Procedure**

Students should arrive promptly to school at 8:00 A.M. and be picked up promptly at 2:20 P.M. All students **MUST** be signed in and out each day before entering or leaving the school building. **NO** child will be released unless the adult picking up the child is on the pick-up list. The adult must show proper identification.

### **Arrival/Dismissal Location:**

#### **3K - A**

Will *arrive* promptly at 8:00 A.M. by the **GLASS LEGO Doors**. The doors are labeled accordingly. The class will *dismiss* promptly from the **GLASS LEGO Doors** at 2:20 P.M.

#### **4K-A and 4K-B**

Will *arrive* promptly at 8:00 A.M. by the door at the **BOYS Entrance**. The door is labeled accordingly. Students will *dismiss* promptly from the door at the **BOYS Entrance** at 2:20 P.M.

#### **3K - B**

Will *arrive* promptly at 8:00 A.M. by the door at the **GIRLS Entrance**. The door is labeled accordingly. The class will *dismiss* promptly from the door at the **GIRLS Entrance** at 2:20 P.M.

### **LATE ARRIVAL PROCEDURE:**

**At 8:10 A.M. the GIRLS and BOYS Entrance will be CLOSED! ALL Late arrivals MUST enter and sign in through the GLASS LEGO Doors. Please be mindful that teachers MUST be in their classrooms at 8:10 A.M. to begin the morning routine!**