

## Mays Chapel Elementary School 2016-2017 Arrival & Dismissal Procedures

<http://mayschapeles.bcps.org>

### Arrival Procedures

All students who are bus riders and car riders and walkers will enter the school through the main entrance. Doors will open at 9:05 a.m.

### **Students Purchasing Breakfast at School**

Students purchasing **breakfast** will purchase it in the cafeteria and eat in their homeroom.

### **Hot Spots:**

Hot Spots staff will escort children to the bathroom for use before 9:05 a.m.

Students purchasing breakfast can get their breakfast before leaving the cafeteria.

### Dismissal Procedures

Following afternoon announcements students will be dismissed in the following order.

#### **1. Car Riders and Walkers**

- Parents should park their cars in the school parking lot and walk along the sidewalk to the gymnasium entrance of the school. Doors will open to pick up students at the gymnasium entrance at 3:55 p.m.
- All car riders will be dismissed to parents and guardians through the gymnasium doors. This exit is on the east side of the building by our open fields. Students will assemble in the gymnasium by grade.
- In an effort to keep all children safe **ALL parents, guardians and other adults authorized to pick up students from school must bring a form of photo identification with them.** Photo identification must be shown to a Mays Chapel staff member prior to students being released to an adult.
- If a child is supposed to walk home independently and that is indicated on their dismissal procedures they will be permitted to do so. Walkers will be dismissed from the gymnasium.
- Students will only be dismissed to authorized adults listed on the *Student Contact Information Sheet*. Please be sure your list is current throughout the year. We will not release a child to anyone not listed.

#### **2. Hot Spots**

Hot Spots staff will pick up kindergarteners from their classrooms and escort them to the cafeteria by walking down the lower level hallway to the cafeteria.

#### **3. Bus Riders**

Buses will be called by name in the order that they arrive. Students will line up in the main lobby by bus and then be escorted by staff members/safeties to the bus. Safety Patrols will work with the kindergarten teachers to assist the kindergarten students. All homeroom teachers will remain in their homerooms monitoring students and listening for buses to be called.

\*\*Students are not permitted to change buses. Please notify the teacher and office staff, in writing, of any changes to your child's dismissal plans. Please make every effort to notify us of a change by noon on the day of the planned change.

## DISMISSAL PROCEDURES

### Early Dismissals

If it is necessary for you to pick up your child before the end of the day, a note should be sent that day to the classroom teacher who will forward the note to the office. If you forget to do so, you may send an email to the teacher and include Jackie Hurtt ([jhurtt@bcps.org](mailto:jhurtt@bcps.org)) and Mary Eccleston ([mecleston@bcps.org](mailto:mecleston@bcps.org)). Your child will then be called to the office upon your arrival. Students leaving early must be picked up in the office and signed out.

Please do not call in dismissal changes **after 3:30 pm** except in the event of emergencies. Last minute notification should be directed to the main office by phone call; not email.

### Non-routine Dismissals

If your child usually rides the bus and you plan to pick him/her up at the end of the day, **please send a note** to your child's teacher indicating a change in dismissal. Your child will meet you at the car rider pick up at dismissal time. Without the note your child will follow his/her normal dismissal procedure. **Children may not ride another bus.** If your child is a walker/car rider, he or she may not ride the bus home with another child. Each of these situations may cause safety or accountability issue on our busses.

### Emergency Closings (System wide or Mays Chapel only)

When there is an unplanned system wide early dismissal your child will follow the dismissal procedures on the *Student Contact Emergency Sheet*. If your child attends Hot Spots they will follow the dismissal procedures you documented with Hot Spots. It is best to review emergency closing procedures throughout the year with your child. Whenever possible please refrain from changing these procedures as it creates confusion for your child.

### Leaving School with Others

Students may only be released to those adults you indicated on the emergency contact sheet. For your child's safety, if you wish your child to leave school with someone other than you (or other adults noted on the student's emergency card), you are required to write a note stating the name(s) of the person(s) who will be picking up your child. Even if the person is a relative (older sibling, grandparent, aunt, etc.) we cannot release any child without your permission and the clearest way for us to have that permission is in writing. If you wish that someone be added to your child's emergency contact form please contact the office for an update.

**As always, anyone picking up a child from school should be prepared to show photo identification.**

