

# ARRIVAL AND DEPARTURE PROCEDURES

The school yard is supervised 15 minutes before bell time. **Students must not be dropped off at school before 8:50 a.m.** To ensure the safety of your child, please do not drop your child off early to wait at the corner of school property for yard supervision to begin at 8:50 a.m. This is considered an unsafe practice.

In the morning when students arrive at school they are to report directly to the school yard and may only enter the school with permission from the yard duty teacher. Students are expected to wait outside in the designated play area, line up when the bell rings and wait until they are directed to enter the school by a staff member. Students are expected to enter the school and travel in the halls in a quiet, orderly way.

In the case of inclement weather, (rain, -18° wind chill) students will be directed indoors by staff.

Once at school, students may not leave the property without written parental permission. If a student has made plans to go home for lunch or out for lunch with a friend, they may do so at the 1<sup>st</sup> nutrition break by providing their teacher with a written note giving parental permission. At the end of the day, students are to leave the school property as soon as they are dismissed, unless they are involved in a supervised school activity.