

ECEC ARRIVAL AND DISMISSAL

Arrival &
Dismissal



ROUTINES

Arrival &
Dismissal



School Year 2021-2022



AM CHILD CARE DROP OFF (7:00AM-8:20AM)



- Parents may park in the bus drop off lane, parent drop off lane, or upper parking lot.
- Parents should be wearing masks for student drop off.
- Please do NOT park in the fire lane or crosswalks.
- Students should be walked by an adult to Door #2
- Please use the doorbell in order to notify staff of your arrival.
- Child Care staff will meet students at the doorway for parents to sign in students.
- Students must be dropped off by 8:20am in order to attend AM Child Care.

AM PRESCHOOL PARENT DROP-OFF (8:35-8:45AM)



- **This is a rolling drop-off procedure. Please do NOT park and walk students to the building.**
- Children should be seated on the passenger side of the vehicle for easy disembarking.
- Parents should follow the main driveway down the hill and pass the main entrance to the top of the OUTSIDE lane that is adjacent to the playground.
- Once your vehicle is in park, parents should exit and assist students out of the car onto the sidewalk. Parents will need to get back into their car as soon as their child is safely on the sidewalk due to the nature of rolling drop off, and to not create traffic on rt.109.
- Please do not allow students to exit from vehicles prior to staff being outside and ready to assist.
- Parents/guardians should remain at their vehicles at all times. Please do not walk your child to the front door.
- Staff will direct and assist students to the FRONT DOOR where other staff members will help students transition to their preschool classrooms.
- Please do NOT pull out of the drop-off line until you are instructed to do so by a staff member or police officer.
- If your child is experiencing difficulty getting out of the car in the drop off lane, you may be instructed to park in the upper parking lot and walk your child to the front door when he/she is ready for school.
- All preschool students should arrive at school between 8:35-8:45am.

AM KINDERGARTEN PARENT DROP OFF (8:45-8:55)

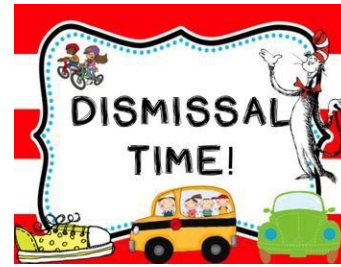


- **This is a rolling drop-off procedure. Please do NOT park and walk students to the building.**
- Children should be seated on the passenger side of the vehicle for easy disembarking.
- Parents should follow the main driveway down the hill and pass the main entrance to the top of the OUTSIDE lane that is adjacent to the playground.
- Once your vehicle is in park, parents should exit and assist students out of the car onto the sidewalk. Parents will need to get back into their car as soon as their child is safely on the sidewalk due to the nature of rolling drop off, and to not create traffic on rt.109.
- Please do not allow students to exit from vehicles prior to staff being outside and ready to assist.
- Parents/guardians should remain at their vehicles at all times. Please do not walk your child to the front door.
- Kindergarten students will enter the building at one of two locations depending on where your car is located in the drop off lane--either the front door or the purple pod entrance door at the end of the building by the access road. There will be markers on the ground for the students to follow to show which door to use.
- Please do NOT pull out of the drop-off line until you are instructed to do so by a staff member or police officer.
- If your child is experiencing difficulty getting out of the car in the drop off lane, you may be instructed to park in the upper parking lot and walk your child to the front door when he/she is ready for school.
- All kindergarten students should arrive at school between 8:45-8:55am.

WHAT IF MY CHILD IS TARDY WHEN ARRIVING TO SCHOOL?

- We understand that sometimes there are unforeseen circumstances that cause a late arrival to school, but we ask for your cooperation with ensuring your child arrives on time so he/she does not miss the valuable beginning of the school day.
- If your child is going to be arriving late to school for any reason, please call the main office (781-310-8017) so that we are aware in advance.
- If your child arrives at school after 8:55am, please be sure that he/she is walked to the main entrance by an adult. Children should not be dropped off and enter school independently.
- When you arrive, please ring the front doorbell, and enter the main lobby alcove.
- Once you have entered the alcove, you will be asked to sign your child in on the clipboard on the counter.
- A school staff member will assist your child to his/her classroom .

PRESCHOOL DISMISSAL (2:45PM)



- Location: Front Door
- Parents should park in upper parking lot, upper parking lane, or along the right side of the entry driveway.
- **Please carry an ID with you at all times as staff will be checking identification until families are well known to us.**
- Parents will wait in assigned areas outside the front door. I
- Parents do not enter the building. Teachers will dismiss students in a timely fashion from the front of the building. Teachers will not be available for parent conversations at this time.
- Teachers will dismiss students one at a time to parents outside at their designated locations.
- PLEASE do NOT approach the front door to receive your students. The teacher will be sure your child goes right to you.
- As soon as you have dismissed your child, please proceed to your vehicles in a timely fashion in order to avoid continued contact with others.
- ***If you have a conflict with elementary school remote/on-line learning that a sibling participates in, please reach out to the elementary school principal for next steps.

KINDERGARTEN PM PARENT PICK-UP (2:50-3:00PM)



- ❖ **(Teachers will email parent pick up time and location for their classes)**
- ❖ Parents should park in upper parking lot, upper parking lane, or along the right side of the entry driveway.
- ❖ **Please carry an ID with you at all times as staff will be checking identification until families are well known to us.**
- ❖ Parents will wait in assigned areas outside the designated dismissal door.
- ❖ Parents do not enter the building.
- ❖ Teachers will dismiss students one at a time to parents outside at their designated locations.
- ❖ Teachers will not be available for parent conversations at this time.
- ❖ PLEASE do NOT approach the dismissal door to receive your students. The teacher will be sure your child goes right to you.
- ❖ As soon as you have dismissed your child, please proceed to your vehicles in a timely fashion in order to avoid continued contact with others.

PM CHILD CARE DISMISSAL



- Parents may park in either of the two lanes adjacent to the playground.
- Please do not park in fire lanes or blocking crosswalks.
- **Please carry an ID with you at all times as staff will be checking identification until families are well known to us.**
- Please use the doorbell in order to notify staff of your arrival.
- Students should be picked up at the playground or at Door #2
- Child Care staff will use walkie talkies in order to locate students for dismissal.
- As soon as you have dismissed your child, please proceed to your vehicles in a timely fashion in order to avoid continued contact with others.
- Remaining on the playground is not possible after children have been dismissed from Child Care.

WHAT IF I AM RUNNING LATE IN THE AFTERNOON?

- We understand that sometimes there are unforeseen circumstances that cause families to run a few minutes late in the afternoon, but we ask for your cooperation with ensuring your child is picked up at his/her designated time.
- Please always carry identification to the front door when you arrive.
- If you are running late to pick up your child for any reason, please call the main office (781-310-8017) so that we are aware and can inform appropriate staff.
- When you arrive, please ring the front doorbell, and enter the main lobby alcove.
- Once you have entered the alcove, your child will be dismissed to you by a school staff member.

