

## **Arrival/Dismissal**

### **Head Start & Kindergarten**

HS will enter and dismiss through the north end front entrance. All students will eat breakfast in their classrooms.

### **Lower Elementary (1st-3rd)**

Lower elementary arrives at 8:00am.

Room 200: Front south end entrance (Door 1) (Will eat in lunchroom-Grab lunch by the entrance)

Room 201: Front south end entrance (Door 3) (Will eat in lunchroom Grab lunch by the entrance)

Room 208: Ramp entrance near parking lot (Will eat in hallway upstairs (Grab lunch by the entrance)

Room 212: Enter through front main entrance(Will eat in the hallway upstairs)

Room 202: Enter through the front entrance(Will eat in hallway upstairs Grab lunch

Dismissal at 3:15 will occur through the same doors.

Parents will park on 70th street. **Please avoid the parking lot.**

### **Upper Elementary (4th-5th grade)**

**Students will enter through the playlot door.**

Students will walk directly up the front staircase with their teachers. Please be mindful as the younger students will be walking into their classrooms. (Will eat in the hallway upstairs. Grab breakfast near entrance)

Upper Elementary will dismiss at the same entrance at 3:15pm

### **Middle School (6th-8th grade)**

**Middle School** will arrive at 8:00am through the garden door. Breakfast must be picked up in the cafeteria. Students will walk through the basement with their teacher to the south end staircase(opposite of the Head Start doors)

Nat Davis signing up for arrival at garden door

Students will dismiss at the garden door at 3:15

**All students that take transportation must be brought to their classroom entrance or walked to their classroom from a member of the Special Education Support Team.**

**All students who do not arrive on-time must enter through the front entrance for clearance.**

**At no time should a student be left unattended in the basement.**

**Sections that need supervision:**

- **Parking lot to direct parents that the parking lot is off limits(two individuals): Felicia Lang, Lynetta Denson**
- **Front of the building to assist parents/greet and direct to appropriate doors(two individuals/Head Start): Daniel B.**
- **Back playlot (one individual): Sharon Mangum**
- **Garden entrance(one individual): Nat Davis**
- **Basement(ensure lunches are correctly in the right place and all documentation is completed/walk through of basement): Maggie**
- **Bus: SPED Team (Wednesday & Terri)**
- **Supervision of late students auditorium: 3:15PM-4:00PM: 4:00-4:30: Tina**