

Suncrest Elementary School

Arrival/Dismissal Procedures – Effective January 3, 2017

Arrival

All Suncrest Elementary students should arrive no earlier than 8:10 AM. The exception to this would be any student registered for the before school program, **Kidematics**. Morning Kidematics hours are from 7:00 – 7:55 AM and after school Kidematics ends at 5:30 PM. Kidematics will send out correspondence about the entrance to the building before school hours and pick up after school hours. All Students not registered for Kidematics have three options for arrival and dismissal. They may ride the bus; walk; or you may use the car rider line.

All bus students will be unloaded at the first entrance to the building. The bus entrance is closed to all other traffic between the hours of 8:00 – 8:30 AM.

If your child is a car rider, follow the traffic security guard at the second entrance to the car rider loop. Please stop at the orange cones until a staff member directs you onward. We will begin to unload students at 8:10. There will be Suncrest Elementary staff members and volunteers to assist your child(ren) out of your car and into the building. Please follow the direction of the staff member (director) at the far end of the line as to where to proceed to drop off your child. Please be aware that safety is our primary concern. Please come to a full stop to unload your child and do not move forward until the director motions you to do so. The car-rider line will continue until 8:30. If you arrive after 8:30, your child will be considered tardy and you will park and enter the office to sign in your child. Please be aware not to pass or pull around another car on the loop unless there is an emergency situation.

There will be staff members at the entrances and throughout the building to provide supervision and guidance to all students. **Any breakfast student will go directly to the cafeteria upon entrance to the building.**

No parent is permitted to enter the building with a student without going through the office. For safety and security purposes, a parent wishing to enter the building will go to the visitors' entrance and must check in with the office. **Please make sure that your child is on time.** Refer to the Monongalia County Attendance Policy in the parent handbook for further information on attendance.

Dismissal

Dismissal for all students (PK – 4) begins at 3:10.

Car riders and bus students will be dismissed concurrently beginning at 3:10. There will be multiple traffic security guards on duty during dismissal. Please follow the direction of these guards carefully. The first entrance into the building is the bus lane. During the hours of 2:45 – 3:45 the bus lane will be closed to all other traffic. If you should need to enter the building during this time, please enter the car rider loop and park in the adjacent parking lot.

If your child is a car rider, follow the traffic security guard at the second entrance to the car rider loop. Please stop at the orange cones until a staff member directs you onward. Once again, please do not pass another car on the loop unless you have an emergency situation.

PLEASE DISPLAY PROMINENTLY IN THE WINSHIELD OF YOUR CAR THE NUMBER ASSIGNED TO YOUR CHILD. All car rider students will be inside the building and we will dismiss them via your location in the line. Due to security procedures, we will not load your child into your car without your family number displayed. If you do not have your family number, please park and enter the building through the office to sign-out your child(ren). We will begin to dismiss students at 3:10. There will be Suncrest Elementary staff members and volunteers to assist your child(ren) into your car. Once again, please be aware that safety is our primary concern. Please come to a full stop to load your child and do not move forward until the director motions you to do so. The car-rider line will continue until 3:25.

Any student who is a walker will be dismissed after all bus and car rider students are dismissed. All walkers will be supervised in the building. You will be required to come to the front entrance and your child will be brought to the front entrance for dismissal. A student will not be permitted to walk home without the supervision of an adult, age 18 or older. Additionally, this person must also be listed on the WVEIS form filled out at the beginning of the year.

If your child is riding a bus other than his/her regular bus he/she must bring a note signed by the parent which must be initialed in the office and a note which must be sent for the bus driver. No child will be permitted to ride a bus other than his/her regular bus without written documentation from the parent.

Please do not come to the office to check out your child early. Once again it is important for the consistency of your child to have a full day of school. You are also encouraged to make appointments after the school day. If it is necessary for you to pick up your child for an appointment you must have a signed doctor's note for the absence to be excused.