

Coral Springs PreK-8th Arrival & Dismissal Procedures 2019-2020

Arrival

First Week of School

On August 15th, the first day of school, parents will be permitted to enter the classroom with students. On August 15th – 17th parents may walk their child/children to their classroom door. Students will be expected to sit in their designated area until the 8:25 bell rings and the teacher allows them in the classroom.

On Monday, August 20th, we will celebrate “Independence Day!” Beginning this day, all students will need to walk to their assigned area on their own. Students having breakfast in the cafeteria will need to enter the cafeteria, retrieve and eat their breakfast without parental assistance. Parents of Headstart and AM/PM students will be allowed to escort them to their designated table, before leaving campus. (Parents are not to linger at the tables. Doing so, prolongs the students' gaining his/her independence in the school setting.)

****On “Independence Day”, and as needed, CSPK8 staff members will be available to escort students to their classrooms.*

****Beginning on August 20th, parents who have an appointment or conference will be required to check in at the front office before being allowed on campus.*

Daily Morning Procedures

Breakfast

The breakfast line opens at **7:50 a.m.** and is served to all students who are in the line by **8:15 a.m.** **Students should arrive on campus no earlier than 7:45, five (5) minutes before the start of breakfast!!!!** Students are expected to wait appropriately for the breakfast line to open and to be respectful to fellow students, school staff and themselves at all times. **Please be advised that there is no outdoor supervision prior to 8:00 a.m.**

All students arriving prior to 8:05 are to report to the cafeteria. If not eating breakfast, they are to sit in the designated areas until students are dismissed at 8:05. Students, in grades 1-8, arriving on campus after 8:05 should report directly to their assigned area, if not planning to eat breakfast. Assigned areas are as follows:

- **HS AND Pre-K students** will sit at their assigned table (in the cafeteria) and will be taken through the breakfast line, as a class, by a staff member. After eating breakfast, HS students will be taken to their classroom by their teacher and the para-professional assigned to their class.
- **Kindergarten students** will proceed through the breakfast line and sit at tables, assigned by class, in the cafeteria. The students will be supervised by school personnel; additional monitoring will be provided by safety patrols. The students will remain in the cafeteria until picked up by their teacher, at 8:25, and taken to class.
- **Grades 1 – 5 students will report to and remain in the cafeteria until they are dismissed and allowed to go to their hallway at 8:05 a.m.** At that time, students are to go directly to their hallway and must remain seated. Students are expected to use inside voices, when talking and should also have a book to read during this time. Students are to remain seated until the first bell rings at 8:25 a.m. and they are

directed to stand and enter the classroom by their teacher. School begins promptly at 8:30 a.m. and all students should be inside their classroom, ready to begin the day. Hallways will be supervised by staff and faculty members; additional monitoring will be provided by safety patrols.

- **Middle school students will report to and remain in the cafeteria until they are dismissed and allowed to go to the P.E. courtyard** and will report to class when the first bell rings at 8:25. The courtyard area will be supervised by staff and faculty members; additional monitoring will be provided by safety patrols.
- **Students arriving on campus after 8:15 a.m. should go directly to their assigned hallway. Students not arriving to class by 8:35 a.m., must report to the front office for a tardy pass.**

Walkers and Bike Riders: Walkers and bike riders must follow the designated sidewalk pathways – **Never cross through cars or buses!!** Students riding bikes and skateboards are to “walk” their devices once they reach the school campus. Students entering from the north should use the bike rack on the north side of the campus. Students entering the campus from the south should secure their bikes along the fence near Building 6 (the building closest to Sample Rd.). It is recommended that all bikes be secured with a lock when utilizing either area for bike storage. Bike riders must always remember to wear a helmet and practice safe bike-riding habits.

Bus Riders Procedures: Students will enter at the front of the school. Students planning to eat breakfast should go directly to the cafeteria. Students not planning to eat breakfast are to go to their designated area in the cafeteria or to their hallway. Students riding a bus that arrives late will be allowed to eat breakfast in the cafeteria before going to class. ****Bus riders arriving late will not be marked tardy.**

Car Drop Off Procedures: Parents dropping off students should enter at the driveway on the south end of the side parking area. **When driving through the car loop to drop off your child, we ask that you pull your car as far up in the line as possible.** This facilitates the drop off process by allowing cars to move quickly through the loop. In order to avoid accidents and keep everyone safe, parents are asked to drive the full length of the car loop. **We ask that all drivers remain patient and courteous, especially during the first few weeks of school. The front parking lot and driveway are for the use of private daycare buses, SBBC buses and handicapped parking only!**

Tardiness: School begins promptly at 8:30a.m. and all students should be inside their classroom and ready to begin the day by that time. **Students arriving after 8:35 a.m. are considered tardy and must be signed in by a parent.** They will receive a tardy slip from the office and will be marked tardy in the Pinnacle system. Habitual tardiness will be referred to our social worker. Tardiness is a problem that can be easily remedied. Please prepare to leave home 5 or 10 minutes early to allow time for unexpected delays. It is imperative that students arrive to school on time.

Afternoon Dismissal Procedures

Dismissal Times: Regular School Days – 2:30 / Early Release Days – 12:30

Headstart and Kindergarten Procedures

All **Headstart students** will remain with school staff members inside Room 122. This room is accessible from the car loop area where parents/siblings will pick them up. Older siblings (or students riding with them) are to sit near the Red pole area of the car loop area.

All **kindergarten students** will remain with school staff members in the front, interior hallway near the main office and will wait for a parent or older sibling to pick them up. **Parents and siblings will access this hallway at “Door 010” (located between the car loop and the main entrance) at the front of the building.** 1st through 8th grade walkers will **only** go to the car loop area if they are picking up a Headstart or Kindergarten student.

Car Pick Up Procedures

Car Riders - 1st through 8th grade students going home by car will be escorted to the car loop area, on the south side of the main building. Students are to sit at their designated pole for their class. **Siblings (or students riding together) are to sit at the teacher location of the youngest sibling.** Parents are to write their child's name and his/her teacher's name on the tag provided by the school. Please display it on the right side of your dashboard. This facilitates the process by allowing cars to move quickly through the loop. **Parents, please remember to pull forward as far as possible and remain in your car! Staff members will locate and assist students to their car.**

For the safety of our children, we ask that drivers not use cell phones when going through the car loop. Thank you!

Parent Parking and Walking Procedures

Some parents may walk to the school or park in the south parking lot and walk to the car loop area. Please follow these procedures, when doing so:

Once students are out and seated in the car loop area, parents are welcome to walk over to the **Designated Parent Area** (located at the front of the car loop area), where a CSPK8 staff member will assist you with retrieving your child/children. We ask that parents remain in the Designated Parent Area while the staff member walks the child/children to you. The safety of our students is our first concern. As in the morning, all pedestrians should cross the car loop area only from the sidewalk marked "pedestrian crossing area" on the map and only at the front of the car line. Crossing through the car loop traffic is dangerous. **Students will not be allowed to walk through the car loop traffic or through the parking lot without an adult.**

Bike Riders and Walkers

Students who walk or ride a bicycle to school should follow traffic safety rules. Students are to cross streets **only** with the assistance of a crossing guard. Bike riders must always wear a helmet. **Children who ride a bicycle, rollerblade or skateboard/ripstick to school, may not ride them on campus.** Students are to find a safe place, before entering the campus, to begin walking their device. The school is not responsible for stolen bicycles, skateboards, etc. Bikes must be parked and secured with a bike lock. Students can use either the bike rack (north of the main building); or may secure their bike inside the fence, alongside Building 6 (south side of campus), according to their route home. Children are not permitted to ride their bicycles, skateboards, etc. during the school day.

- ❖ **1st through 8th grade students who walk/bike ride south towards Sample Rd.,** will be escorted, by a staff member, to the fenced area alongside Building 6 on the south side of the campus. **Students will meet** parents, siblings and/or friends, with whom they walk home, in this area.
- ❖ **Students who walk/bike ride north, down 110th Avenue,** will be escorted, by a staff member, to the exit at the north side of the campus. **Students will meet** parents, siblings and/or friends, with whom they walk home, in this area.
- ❖ **For the safety of our children, we ask that drivers not use cell phones when going through the car loop.**
- ❖ **Parents, please remember to pull forward as far as possible and remain in your car! Staff members will locate and assist students to their car. Thank you!**

Early Dismissal/Changes in Dismissal

It is important that students are in school to ensure their success. We ask that you limit early sign outs to emergencies only. Schedule doctor and dental appointments after school hours, when possible. When a student must be signed out early, we ask that you notify the school in writing, when possible. Students will need to be signed out by an adult having proper photo ID and must be listed on the student's emergency card. ****All early dismissals must occur before 2:00. Per School Board policy, "No students shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency".**

All changes in dismissal must be communicated to your child's teacher or the front office. Parents must send a written note to the teacher or call the Front Office to alert the school to any change in dismissal. **It is better that the information is received as early as possible and no later than 12 noon.** This ensures that all personnel will receive the information in a timely manner.

Inclement Weather/Storm Dismissal

On days when the weather is too severe to release students, we will enact our Storm Dismissal Plan. As the weather permits, bus riders will be loaded onto buses. Staff members will retrieve and load car riders as their car arrives. Parents may also request students from the front office. Walkers and bike riders will be held, at the school, until the weather clears and it is safe for them to walk/bike home. Staff and faculty members will see that siblings, etc. are reunited. If crossing guards are no longer on duty, staff and faculty members will facilitate students crossing at these points. Students, accompanied by staff members, will report to the following areas:

- **Headstart and PreK classes** will report to room 122 (accessible to parents from car loop)
- **All Walkers and Bike Riders will report to the cafeteria**
- **Car Riders**
 - **Kindergarten car riders** will report to the hallway of rooms 121 & 122.
 - **Grades 1-3** will report to the cafeteria. Classroom teachers will supervise/assist with the dismissal process. Grade level groups should sit in the same vicinity.
 - **Grade 4 car riders will remain in the 4th grade classrooms and hallway**
 - **Grades 5 car riders will remain in the 5th grade classrooms and hallway**
 - **Grades 6-8 car riders will report in the 5th grade hallway**
- **Bus students** will report to the bus hallway. Assigned teachers will remain with the students and supervise/assist with the dismissal process. Staff members will begin loading buses when it is safe to do so.
- **All Aftercare groups will report to the Media Center**
 - **Gummies (PreK and K), Sun Bears (K-1), Polar Bears (2-3) and Grizzlies (grades 4 and up)**

Storm Dismissal - Changes in Dismissal

On days when we need to enact a storm dismissal, walkers and bike riders will be held at the school until the threatening weather (lightning) subsides. They will then be allowed to walk or bike home. A staff member will assist with crossing, if crossing guards are no longer on duty. If your child is to be dismissed in another manner on these days, please inform your child's teacher, in writing, at the beginning of the school year.