

# Summer Program Procedures

## **Safety First:**

For the safety of all children, we will be using the buzzer system at the front door this summer for late arrivals or parent visits. If you need to be let in or if your child is arriving late, ring the bell and someone will assist you as soon as possible. DO NOT try to enter the school through the side doors.

## **Bus Information:**

In order for your child to ride the bus, you must have already indicated your choice for busing on the enrollment form. Please refer to the attached bus schedule and bus safety rules.

## **Arrival Procedures:**

When your child arrives, please **walk them out to the back of the building (by the playground)**, and have them line up on their specified red numbered dot:

- **K Transitions Students use dot number 6.**
- **K-2 Students use dots 8, 9, and 10.**
- **Grade 3-5 Students use dots 12, 13, and 14.**

**On the first day of class, the teachers will be outside with signs indicating your child's arrival dot.**

- ✓ Please DO NOT allow them to play on the playground equipment while they wait.
- ✓ **You must wait with your child until their teacher arrives.** (Sessions are scheduled very close together, and teachers will NOT be available to supervise children any earlier than 5 minutes prior to the start of each session).
- ✓ If your child arrives by bus, summer program staff will greet them and get them to their line.

## **Dismissal Procedures:**

Children will be **dismissed back of the building, using the same doors as are used for arrival.**

- Please park your car in a designated parking space. Do not block the bus lane.
- You **MUST** exit your vehicle to pick up your child. Children will not be allowed to walk through the parking lot unaccompanied.
- If your child dismisses by bus, summer program staff will escort them to the bus.