



South Elementary School  
*Whole Child, Whole School, Whole Community*

**Arrival and Dismissal Procedures & Authorization  
2016-2017**

Dear South Family:

Please **return this form with your child on the first day of school** noting the method in which they will arrive to and be dismissed from school each day. Changes to routes other than long term assignment modifications for childcare purposes will not be permitted.

\_\_\_\_\_ My child **will be** traveling on bus# \_\_\_\_\_ in the \_\_\_ am \_\_\_pm \_\_\_both. (✓ one)

\_\_\_\_\_ My child **will not be** traveling on the bus. He or she **will be a student pick-up**.

The following individual(s) **ARE LISTED ON MY CHILD'S EMERGENCY FORM and are permitted to pick up my child.**

**Student Name:**

\_\_\_\_\_ **Class:** \_\_\_\_\_

**Parent/Guardian Signature:**

\_\_\_\_\_

\*\*\*\*\* Please note following arrival and dismissal procedures on page 2

## Arrival Procedures

### **AM Drop Off (8:20 am - 8:50 am):**

Students may be dropped off at the paved walkway which connects to the circular drive. *Parents and family members dropping off must remain in their vehicles. Students must exit from the LEFT side of the vehicle.* During inclement weather, students will be invited into the library and escorted to the main building by staff.

**Tardy Students:** *Students arriving by car or on foot after 8:50 will be marked tardy and will need to be dropped off at main entrance.*

## Dismissal Procedures

**Bus Dismissal:** Students riding the bus will be dismissed from the front door between 3:03 and 3:15pm as buses arrive. Students are encouraged to utilize this service whenever possible.

### **PM Pick-up:**

Staff members will monitor students being picked up by car in the library until their parents arrive. Staff will escort children to their cars in the circular driveway in front of the library. In the interest of safety, *students must enter from the LEFT side of the vehicle and families are asked to refrain from exiting their vehicle to greet students.*

**Those responsible for student pick up are also asked to please have identification ready and be sure their name is listed on the student's emergency form as students will only be dismissed to individuals listed on their emergency forms.**

**Walkers:** Students escorted by adults walking to nearby homes on foot will be dismissed from the East Gymnasium door (near the playground) at 3:30pm to better ensure minimal interaction with bus and car traffic. ***(Please have ID ready and be sure the name of the individual picking up is listed on the student's emergency form).***

**Early Dismissal:** Barring emergencies, families dismissing students prior to the day's end must do so *prior to 2:45pm*. Students being picked up after this time will be dismissed after buses have been dismissed at 3:15. In the interest of safety, no office dismissals will occur between 2:45 and 3:15.

*South Elementary School reserves the right to ask any individual picking up a student for identification at any time thereafter in the interest of safety. We thank you in advance for your patience and understanding of our ongoing efforts to keep all students safe.*

**Visitor & Handicap Parking:** Visitor parking is located near the library. Handicap parking spaces are located near the main entrance.

If you have any questions regarding arrival and dismissal, please contact your child's teacher or the South Elementary School main office at (508) 324-3180.

Dr. Joann Pereira, Principal