

## **Carver Procedures for Arrival and Dismissal**

To be as safe as possible, we ask that you follow these guidelines:

### **Morning-**

- We encourage you to use the bus transportation for your child.
- If you do bring your child to school, please pull all the way up in the car rider circle to drop him/her off safely on the passenger side between 7:20-7:50 A.M.
- If you park and/or walk your child to school, we ask that you please say good-bye at the front door or right by the sign that indicates the front office.
- We encourage you to let your child walk to his/her classroom independently. It promotes responsibility and helps your child know where the “good-bye” spot is located.
- It also allows the teachers to pay full attention to the students at this important time of day. If you must get a message to the teacher, please write them a note or leave a message for them to call you.

### **Afternoon-**

- We want all students to stay for a full day of instruction, however, if you must pick up your child early for an appointment or something special, we would suggest that you come before 1:45 P.M. From 1:45-2:05 the teachers are trying to provide closure to the day and end the day smoothly. The office helps in the dismissal process so that it is as smooth and safe as possible. They answer phones, handle bus information, and greet visitors for after school meetings. Our goal is to have a minimum number of early dismissals at this busy time.
- We encourage you to use bus transportation (or day care vans) for your child.
- If you are picking your child up from school, please pull all the way up in the car rider circle. Thank you for your patience as our dismissal process is slower in the first few weeks of the year. We start this process at 2:05 P.M.
- If you park and want to pick up your child, we are considering that a “walker” situation. Teachers will be dismissing “walkers” at 2:15 P.M. We ask that you and your child decide on the spot where you will meet each other outside. It might be near the front door, however, it might be another spot since our walkers go out various doors. Make sure this information is shared with the teacher.
- We ask that you do not go to the classrooms or wait in the hallways at the end of the day. Teachers must supervise their students with their full attention. We keep safety in mind as our first priority.
- We are trying to minimize the congestion in the hall and in the office. If you do need office assistance, please enter the office and ask for help. We will be happy to help you. If you need to leave a message for the teacher, please do so. They will be sure to get back to you in a timely manner.