

# KA HANDBOOK 2017-18

## Arrival and Dismissal Procedures

The information provided below is to inform you of the Kindergarten Academy's arrival and dismissal procedures. Please refer to them as needed. The Kindergarten Academy strictly adheres to these procedures.

### Walkers/Car Riders

#### ❖ Arrival

Walkers/Car Riders will enter through the gym doors on 10<sup>th</sup> Avenue. Our doors open at 8:00 am. **Doors will close promptly at 8:20 am.** Any student arriving **after 8:20 is considered late and must be walked into the school building** through the front doors and be signed in by a parent in the Kindergarten office.

- **Park and Walk:** If your child needs assistance exiting the car, you will need to park (short term) on surrounding streets and walk child to the gym doors. Please do not block driveways or turning lanes. Comply with the crossing guard's directions. Cross your child safely to the KA gym doors.

- **Car Loop: (Patience Required\*)**

- Forms curbside on right lane of 10<sup>th</sup> Avenue
  - Flashers on
  - Enter KA Car Loop. Stay to right (close to curb).
  - Student **must be able to exit car independently.**
  - Parents must stay in their car.
  - Children exit from right side of car only.
  - Pull up to yellow curb to discharge your child. Staff members will guide children to the gym doors.
  - Merge safely into traffic.
  - **Doors must close promptly at 8:20.** This includes 5 minute courtesy window.
  - Late arrivals must be signed in at the main office.
- ❖ *Please note that staff members no longer open/close car doors but do support safe discharge from the vehicle.*
- ❖ *Be safe when crossing your child and follow the directions of the crossing guards on duty.*



#### ❖ Departure

Walkers and car riders will depart from the gym doors on 10<sup>th</sup> Avenue. Please park on neighboring streets and **walk to the gym doors.** You may park (short term) in a single line in the car loop. **Do not park in the cross walks or X boxes.** You must wait outside the doors for your child. Staff members will dismiss each child. The Dismissal ID tag must be shown in order for your child to be released. No child will be released without a dismissal tag. This is for your child's safety. Proof of identification will be required in the school office before any student is dismissed without a Dismissal ID tag.

### Bus Riders

#### ❖ Arrival

Students arriving by bus are dropped off at the main doors of the administration building. All bus riders are greeted by a staff member on duty and escorted into the building.

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## ❖ Departure

Students are picked up at the main doors of the administration building and dropped off at the designated stop. The Dismissal ID tag with your child's name must be shown to the driver or monitor for your child to be released. No child will be released without a tag. This is for your child's safety. If a Dismissal ID tag is not presented, your child will be returned to the Kindergarten Academy.