

## Kenmoor ECC 2019-2020 Arrival & Dismissal Plan Parents

**Principal:** Alma Ezell-Lawson

**Instructional Director:** Denise Greene

### Transportation Coordinator(s)\*:

- 📧 Patricia Boyle
- 📧 Bernadette O'Brien-New
- 📧 Cecilia Malenab
- 📧 LaTrice Ham- Registrar
- 📧 Lisa LaMar- Coordinator
- 📧 Chasidy Boyd Crews- Secretary 1
- 📧 Alma Ezell-Lawson- Principal

### Student Arrival\*:

School hours are 9:30 am to 3:30 p.m. Mid-day Students arrive at 1:00 p.m.

Upon arrival, parents are to report to the office and present Photo Identification in order to obtain a visitor's pass. **No student should report to school prior to 9:15 for the AM and ALL DAY session or 12:45 for the PM session.** If your child arrives at school before the scheduled start time please go to the cafeteria/multipurpose room to wait for the teachers. Mid-day parents please wait in the lobby if you arrive prior to the scheduled start time.

Parents of car riders are asked to park on Barlow Road. ([see attached map](#)) **Please do not enter the school parking lot during the following hours: 9:00-10:00am, 12:00-1:00 and 3:00pm-4:00pm.** Escort your child into the building. Children cannot enter the building without an adult. **The parent/guardian must sign in with photo identification in the main office.** Students cannot be released to the teacher until 9:30. Students that are dropped off for the PM session cannot be accepted until 1:00 PM. The office staff is not able to supervise children. **Children may not enter the classroom unless a teacher or assistant is present. Please do not go to your child's classroom prior to 9:30 am. Please do not leave your child in an empty classroom. THERE MUST BE AN ADULT PRESENT.**

### Student Dismissal\*:

#### Parent Pick Up

Parents that are picking up their students must sign in, with the main office obtain a visitor's pass and then go to the multi-purpose room/cafeteria to wait for their student. Once your child arrives in the cafeteria the parent will sign them out in the [Parent Pick-Up Sign-Out Book](#). Parents should remain in the cafeteria while they are waiting for their student. **Parents need to arrive by 12:00 for the AM students and 3:30 pm for the all day and PM students to pick up their child for dismissal. Parents picking students up at 3:30 p.m., should exit the building from the multi-purpose room exit door.**

***At no time may a child be released to a parent/guardian without the adult signing the child out.***

## Early Dismissal\*:

For early dismissal please arrive prior to 11:45 AM and 3:00PM when picking up your student. You must sign your child out in the office before leaving the building. The parent/guardian picking up for early dismissal must have photo identification. Students will not be released to anyone other than the parent or guardian without advanced written notification and those listed on the emergency contact form.

If there is an emergency and someone other than the authorized persons on the emergency forms is coming to pick up the student we must have this in writing. We will not accept phone calls. The person who is coming must present a photo ID.

**Early dismissal will not occur after 11:45 for the AM session and 3:00 for the PM session.**

**Picture identification will be required before the child is dismissed.**

## Special Considerations:

### **EMERGENCY DISMISSAL AND DELAYED OPENING:**

Please make certain that you have made arrangements for your child in case of early closing due to weather or other emergency. We make every effort to call parents, but we have a limited number of telephone lines and may have difficulty reaching everyone.

If you think schools will be opening late or closing early due to weather, listen to the radio or watch television for school closing information. Please refrain from calling the school as it ties up the telephone lines making it difficult for us to receive calls. You may obtain school closing information from the school system website [www.pgcps.org](http://www.pgcps.org)

### **TRANSPORTATION:**

Transportation is provided on a door-to-door basis in **most** instances for *special education students*. (Prekindergarten students are picked up at a bus stop. THEY DO NOT RECEIVE DOOR TO DOOR TRANSPORTATION)

Please make note of the following regulations and review them, where appropriate, with your youngster. If you have a daycare provider/babysitter, please also make them aware of these procedures.

1. Children must be dressed and ready to board the bus 10-15 minutes before pick-up time, as designated by transportation. The child should remain ready for an additional 10-15 minutes after the designated pick-up time in the event that the bus is late. **Bus assistants/drivers WILL NOT knock on the door and are Not Allowed to honk their horns.** The Parent/guardian or another responsible designated adult should accompany your child to and from the bus stop. Please arrange a safe place to wait that will allow your child to board the bus quickly. A bus aide is assigned to each bus to assist the driver with getting children to and from school safely. Children are also reminded that they must sit wherever the bus driver and aide designate. When your child is dropped at the end of the day please be sure to be waiting in a place that is visible to the driver. The driver will not knock on the

door or honk the horn. Please walk to the bus to get your child. Please do not allow your child to disembark from the bus unaccompanied. Your student will be provided a brightly colored vest that **must be worn every day for the whole school year when riding the bus to and from school.** There is a \$5.00 replacement fee should the vest get lost.

2. In the event that a child's behavior becomes disruptive on the school bus and the child has been warned previously, the driver/aide may issue a bus referral form indicating the specific disruptive behaviors. Upon receipt of a referral, an administrator and/or the teacher will notify the parent by telephone and make him or her aware of the behavioral concern. Transportation policies state that upon receipt of three bus referrals within a given school year, the child's bus privileges may be suspended for a period of five days. At that time, parents will be responsible for transporting the student to and from school. Every attempt will be made to work through inappropriate behaviors with your assistance.
3. It is absolutely necessary that a parent/guardian or a designated responsible adult receive your child at the end of his/her school day. In the event that someone is not at home to meet the child they will be taken back to the bus lot or brought back to school. It will become the parent's responsibility to arrange to have the child taken home. If the problem persists, a meeting will be held with transportation to determine a solution. **Please make sure that the school office has current home, work, and emergency telephone numbers for your child at all times.**
4. We would like to remind parents that the Transportation Department is not authorized to pick up or drop off a child at an address that differs from that on the Transportation Department Master printout, unless the proper paperwork has been completed by the school. In the event that your family will be moving or you have a change in babysitter, etc., please notify the school immediately so that the change can take effect. Once the school receives the information, it can take up to **ten days** for the registration and transportation change to be processed.
5. In the event that your child has an early dismissal early please be sure to inform the school in writing. If we do not have **notification, in writing; signed and dated by you; with a phone contact number** that you will be here to pick up your child; your child will automatically be placed on the school bus. If someone other than the parent is to pick up a child at school, that person must be on the emergency contact form or have a note signed by the parent. This person must have picture identification in order to receive the child. We will not release students to anyone without your permission. **Picture identification will be required from the responsible adult who is taking the child.** Before leaving the approved person must officially sign the child out for the day in the school log.

**If any adult is in the building and does not have a visible visitor's badge you will be directed back to the main office to obtain a visitor's badge.**