Our children’s safety is a primary concern, especially during arrival and dismissal time. To that end, we ask that you join us in ensuring that all children experience safe and efficient arrival and dismissal procedures and practices.

**Arrival:** School starts at 9:30 AM

- Children who are walkers or dropped off by car are asked to arrive by 9:25 AM and enter the building through the front entrance. For safety reasons we ask that children not arrive before 9:25 AM because there is no one to supervise them before that time.
- Students who ride the school bus will be escorted into the building by a school employee.
- Children will be considered late by 9:45 AM. The parent or guardian must sign them in and the student is walker to the nurse’s room for a late pass so the lateness can be put into Infinite Campus. The child will then be walked to class.

**Dismissal:** Dismissal is at 3:30 PM for Kindergarten and the Pre-Kindergarten afternoon session

- Walkers can be picked-up at 3:20 PM. Parents/guardians or previously authorized individuals will use the rear entrance to the gym to enter the building to sign their child out. It is important to note that parents/guardians who have other adults picking up their child must provide the school with prior notice. This note will be kept on file and school personnel will request an official photo ID to confirm the person’s identity. Kindly send a written note giving that person permission to take the child before there is a need for the person to pick up your child. We will not accept telephone requests to have another individual pick-up your child.
- Please note: children are not allowed to walk home alone.
- Children who ride the school bus will be escorted to their bus. An adult must be at the bus stop to receive the child, otherwise the child will be brought back to the school.
- If a child who normally rides the bus is a walker for the day, please send a note to the teacher. You will pick up your child from the walker area, which is in the gym.
- All Pre-K walkers will go to the gym where they will be picked up following the established procedures.
- Buses for Pre-K and K students will be called for dismissal. Dismissal will be conducted through the front doors.

**Mid-day Dismissal for Pre-Kindergarten morning session:** Dismissal is at 12:00 PM.

- Walkers can be picked-up at 11:55 AM. Parents/guardians or previously authorized individuals will sign their child out in the school’s main office. It is important to note that parents/guardians who have other adults picking up their child must provide the
school with prior notice. This note will be kept on file and school personnel will request an official photo ID to confirm the person’s identity. Kindly send a written note giving that person permission to take the child before there is a need for the person to pick up your child. We will not accept telephone requests to have another individual pick-up your child.

- Please note: **children are not allowed to walk home alone.**
- Children who ride the school bus will be escorted to their bus. An adult must be at the bus stop to receive the child, otherwise the child will be brought back to the school.
- If a child who normally rides the bus is a walker for the day, please send a note to the teacher. You will pick up your child from the main office.
- Parents or care-givers that miss the bus must come to the front office to sign their child out.

**MID-DAY ARRIVALS—1:00 PM**

- Students coming off the bus or walker will come through the front door and will be escorted to their rooms.
- Children who are late will go to the nurse’s room for a late pass and then will be escorted to their rooms after the lateness is recorded on Infinite Campus.

**Changes to Regular Dismissal:**

- On occasion, parents will request that their child leave school early. Kindly send a written note to the teacher so that she/he can prepare your child’s homework early. The teacher will inform the main office that you are coming early to pick up your child. Parent/guardians must come to the main office to sign your child out.
- During inclement weather it may be required to open schools late or close schools early. In any case, we will contact all parents through our community outreach line – **Blackboard Connect**, and you will receive a phone call at home and/or your cell along with a text message. We will also post important information on the district’s website --- www.westburyschools.org.