

Betty Jane CLC Entry and Dismissal Procedures

Morning Drop Off

The earliest a student may enter the building is at 7:50 am. Supervision is not available until 7:50 am. Students joining us for breakfast are invited to enter the main front door of the building at that time. **Students cannot arrive at school earlier than 7:50 am.**

If your child is not eating breakfast, you can drop him/her off **no earlier than 8:00 am** to enter the main doors and line up by his/her classroom. Teachers will be on duty to supervise from 8:00-8:15 in the hallways.

- **We will no longer be lining students up on the playground in the mornings. If your child is not eating breakfast, please ensure that he/she is not dropped off prior to 8:00. Students do not enter classrooms to prepare for the day until 8:15. So if your child is not eating breakfast, please plan to drop him/her off between 8:00-8:20.**

Announcements begin at 8:25 am and the tardy bell will ring at 8:30 am. Students not in their homeroom by 8:30 am will be marked tardy. Every student is encouraged to arrive to school early enough to have breakfast and begin their day with a smart start.

I thank you for your support in ensuring that your child arrives to school each day on time.

Dismissal

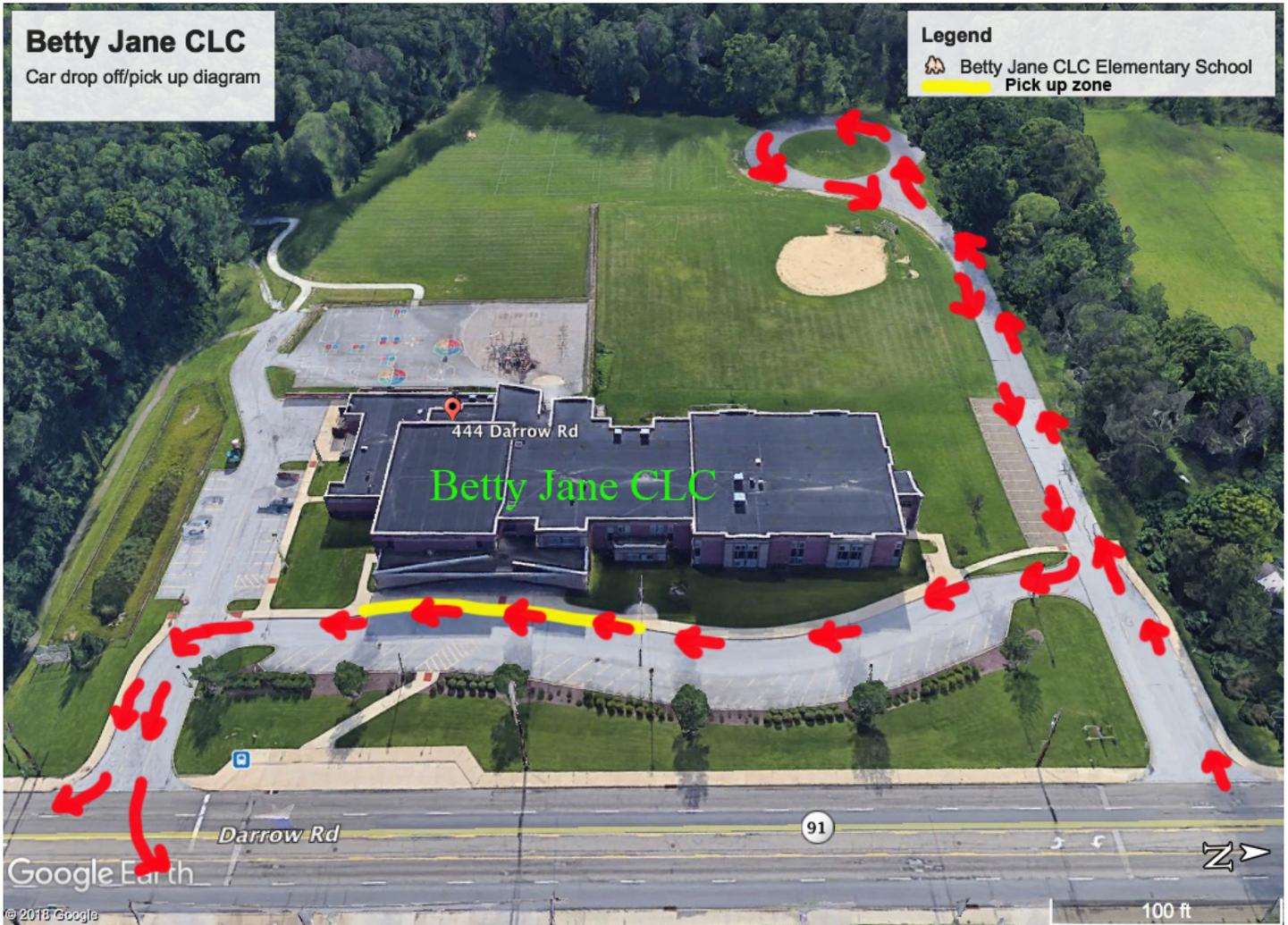
Dismissal is at 2:30 pm. Students who walk and students who are picked up by parents who park their vehicle will be dismissed out of the back playground door. **Only students who are being picked up at the car pick up line will be sent to the gym.** Therefore, if you walk or park your vehicle to meet your child, you must wait for him/her at the back playground. **You are not permitted to wait outside of the main entry of the school during dismissal, as it is unsafe for this area to become congested.** If you are picking up your child in a car, please do not park your car in front of the school building during dismissal. **For the safety of our students, crossing in front of pick-up traffic to walk to parked cars is not allowed. Students are also not permitted to walk through the parking lots. We ask that parents also walk down the side path if they are walking to escort their children home from the playground doors.** We cannot have students, even with their accompanying parents, in parking lots. We do not want students to think it is ever acceptable to walk through a parking lot where there is moving traffic. Once again, all of these rules are created to keep our children safe.

While waiting in the car pick-up line, please have your number card displayed in your front dashboard so that staff members can see the number and escort your child out to meet you efficiently. Using the number system and having students wait inside ensures that they will stay safe, dry, and warm while waiting to be picked up.

Please make safe dismissal arrangements with your child **before they come to school daily.** Please remind your child to always cross at the crosswalks where there are crossing guards.

CAR PICK UP DIAGRAM

Our car drop off and pick up line follows the same route in the morning and the afternoon. It is a single file line and is the safest way to drop off or pick up students. Please refer to this diagram as the route you would drive for arrival and dismissal.



Please note that protocol is to pull into the lot and proceed around the loop toward the front of the building to drop students off in the curb lane only. This is a safeguard to ensure that our families may all pull in safely from the busy Darrow Road entrance.