ARRIVAL PROCEDURE

**Pre-school Arrival/Dismissal**

* Parent drop off and pick will happen at the Kindergarten door.
* Bus drop off and pick up will be on Robinson Street

**Kindergarten**

* Parent drop off and Pick up will be at the Kindergarten door -   Including rooms 217 and 218

**First Grade**

* Parent Drop off will be through the main entrance at 8:40.  Students will head right to their classrooms.
* Teachers will be in the doorway guiding students to their classroom and reinforcing hallway expectations.

**Second Grade**

* Parent Drop off will be through the next door past the main entrance.  (the Gym Door)
* Students will immediately enter, pass the gym, and enter the cafeteria and sit in their classroom assigned area.
* They may get their breakfasts right away before they sit down, which is different than lunchtime.  Teachers will open the gym door, let students in and be in the cafeteria by 8:40

**Third Grade**

* Students will enter the building and walk to their classroom @8:40
* Teachers will be in the hallway to supervise and reinforce hallway expectations.

**Fourth Grade**

* Students will enter the building and walk to their classroom@8:40
* Teachers will be in the hallway to supervise and reinforce hallway expectations.

**Fifth Grade**

* Students will enter the building and walk to their classroom@8:40
* Teachers will be in the hallway to supervise and reinforce hallway expectations.

**POTHIER** - -BUS STUDENTS WILL ENTER THE BACK DOOR AT POTHIER, IN THE BUS LOOP, AND HEAD TO THE CAFETERIA.  THEY WILL NOT HAVE BREAKFAST AT THIS TIME. KINDERGARTEN WILL BE DISMISSED BY THEIR CLASSROOM TEACHER ASSISTANT AND BROUGHT TO CLASS.  FIRST GRADE WILL BE DISMISSED TO CLASS BEFORE KINDERGARTEN.   SECOND GRADE WILL GET INTO LINE FOR BREAKFAST.

**CITIZENS -**BUS STUDENTS WILL ENTER THE FRONT DOOR AT CITIZENS AND HEAD TO THE CAFETERIA.  THEY WILL NOT HAVE BREAKFAST AT THIS TIME.  Students will head to class at 8:40.

If any teacher has a meeting scheduled with a parent between the hours of 8:35 and 8:45 the office will provide coverage until 8:45.  Please inform the office of any parent meeting before school.  All Parents have to sign in at the office and wear a visitor pass while they are visiting the building.