

WASHINGTON ELEMENTARY SCHOOL

STUDENT ARRIVAL AND DISMISSAL PROCEDURES

Our students' safety is paramount, so we ask that parents consistently adhere to the following procedures.

Student Arrival between 8:45-8:55 am:

(PM Kindergarten Arrival between 12:45-12:55 pm)

Staff will open the doors for students to enter the building from **8:45-8:55 am**. Please **do not** leave your children unattended or have them walk to school for an earlier arrival time, as there is **no supervision prior to 8:45 am**.

Children who walk or are driven to school line up in these designated locations:

Primary & Intermediate Autistic Classes	Blacktop Area in front of Primary Classrooms: <i>Enter parking lot → first set of doors the right side</i> <i>Note: please park in the street and walk your child to this area</i>
Kindergarten AM/PM Classes	Kindergarten Wing Entrance: <i>Enter Cambridge Road side blacktop area → follow walkway alongside building on the left</i>
First, Second & Third Grade Classes	Blacktop Area in front of Cambridge Road Breezeway Entrance: <i>Enter Cambridge Road side blacktop area → keep walking straight ahead until you reach the double doors of breezeway</i>
Fourth & Fifth Grade Classes	Blacktop Area in front of Intermediate Wing Entrance: <i>Enter Cambridge Road side blacktop area → first set of double doors on your left</i>

Bus Duty staff will ensure that students enter the building as they arrive and line up in the hallway. AM/PM Kindergarteners will be escorted to their classes.

*** Please Note: Students who arrive AFTER 8:55 am MUST enter through the school's main entrance, be signed in by their parents, and receive a Late Pass to give to their homeroom teachers.**

Student Dismissal at 3:30 pm: (Morning Kindergarten Dismissal at 11:30 am)

Staff will dismiss students, who are walking home or being picked up, from the same aforementioned designated locations at 3:30 pm. K-3rd grade students will be released to a present parent/guardian, unless written permission otherwise.

Aftercare students in Kindergarten and First Grade will be escorted by staff to the multi-purpose room. All other students will report to this location at dismissal.

Bussed students will line up in the hallways, exit the building onto the parking lot blacktop area at 3:30 pm, and be supervised by Bus Duty staff to safely board their busses and vans until all have departed.

After all busses and students have left the school property, ALL doors are closed and locked. Parents and students **MUST** come to the school's main entrance if assistance is needed.

*** Please Note: Any students remaining on school property after dismissal without adult supervision will be brought to the main office and a parent/guardian will be called. Your child must be supervised if he/she stays afterschool to enjoy the playground.**

ARRIVAL AND DISMISSAL TIMES			
	AM Kindergarten	PM Kindergarten	Grades (1st-5th)
Regular Session <i>(Full Days)</i>	8:45-8:55 am 11:30 am	12:45-12:55 pm 3:30 pm	8:45-8:55 am 3:30 pm
Single Session / Early Dismissal <i>(Half Days)</i>	8:45-8:55 am 11:00 am	11:15-11:25 pm 1:30 pm	8:45-8:55 am 1:30 pm
Delayed Opening Days <i>(Typically due to Inclement Weather)</i>	10:15-10:25 am 12:30 pm	1:15-1:25 pm 3:30 pm	10:15-10:25 am 3:30 pm

*** All school doors are open for student arrival from 8:45-8:55 am. AFTER 8:55, all doors are closed and students **MUST** be escorted by their parents/guardians through the main office entrance to sign in their child/children. This also applies to the arrival timeframes listed above for Delayed Opening, Single Session, and Early Dismissal Days.**