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ARRIVAL/DISMISSAL Procedures

August 23, 2021

Parents/Guardians:

To ensure the safety and security of the students and staff at Bent Tree Elementary, parents will not be allowed in the building. The following are the arrival/dismissal procedures beginning Monday, August 23, 2021:

Morning Arrival/Supervision

- **Parents are not permitted to drop off students at their classrooms.**
- Parents who drive students to school will use the drop off lane in front of the school. The movement in this lane **should be continuous**. Drivers should only stop long enough to safely allow passengers to disembark. Parents should remain in their cars and BTE faculty members will assist students out of their cars. **Parking in this area is not permitted.**
- Parents of students in the Explorer Program will enter the faculty parking lot and drop off their student by the side of the cafeteria.
- Parents who walk students to school will drop off students at the front of the school.
- Pre-Kindergarten thru 5th grade students will report to their classrooms starting at 8:00 a.m. escorted by BTE staff members.
- Bent Tree staff members will be located throughout the campus to assist student who arrive late.

Breakfast

- **Parents are not permitted in the cafeteria for breakfast.**
- The building will open at 8:00 am for those students who would like to have breakfast at BTE. Pre-K thru 5th grade students will be provided with breakfast in the classroom.
- Breakfast will only be available for students.
- Before School Care will continue to operate during their regularly scheduled times 7:00 am- 8:20 a.m. Only Before School Care students will be permitted into the building prior to 8:00 a.m.

Dismissal

- Pre-K-1st grade parents will pick up their child at 1:50 p.m. through the circular driveway. Parent will remain in their cars and student will taken to their appropriate vehicle. Please ensure that Dismissal Sheet is placed on the dashboard.
- Parents of students in grades 2-5 will pick up their child at 3:05 p.m. through the circular driveway and remain in their vehicles while in the Pickup Lane in front of the school. Students will also be taken to their appropriate vehicle. The movement in this lane **should be always continuous**. Drivers should only stop long enough to safely allow student in the vehicle. Please ensure that Dismissal Sheet is placed on the dashboard.
- Only on **Wednesdays, all dismissals for PreK-5th grade students will be at 1:50 p.m. Parents will remain in their vehicles** while in the Pickup Lane in front of the school. Students will be taken to their appropriate vehicle. The movement in this lane **should be always continuous**. Drivers should only stop long enough to safely allow student in the vehicle.
All students who are not picked up by 1:50 p.m. (PreK-1st) or 3:05 p.m. (2nd-5th) will be taken to the office. Parents must park and come into the office to pick up their child. **Parents who are late picking up their child will be charged a late fee for the supervision of their child by an ASC staff member.**

The safety of our Bent Tree Elementary students is everyone's job. If students are to be kept safe, everyone (parents, staff, and students) must cooperate by following all school procedures and being always patient and cautious. **It is important to understand that there is no supervision for students prior to 8:00 am when the building opens for breakfast, unless your child is enrolled in the Before School Care Program. Please remember to use crosswalk when crossing the street.**

As always, your cooperation and support are greatly appreciated during this time of transition to a safer and more secure Bent Tree Elementary School.

Sincerely,

Emily Falcon, Principal